

Agenda Item 196 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 discussions 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 why you should be given a dispensation.

Agenda Item 199 Emails Circulated

If there is an email that I have circulated that is not included on the agenda, and you consider that it should be discussed, please raise the item at this point.

Agenda Item 200 Clerk's Report

| Minute | Action | Complete ✓ |
|---------------|---|-------------------|
| 22/117 | Awaiting NGT confirmation of location of defibrillator at Little Green. | |
| 23/161 | Babergh has replaced the broken Rectory Road sign. | ✓ |
| 23/161 | Community Wardens have cleared the 30mph signs in Rectory Road and Church Road. | ✓ |
| 23/182 | Minutes sent to BRN and updated on website. | ✓ |
| 23/186 a | Payments made to suppliers, individuals and organisations. | ✓ |
| 23/186 b | Mandate change sent to Unity Trust Bank. | ✓ |
| 23/186 c | Payment made to RBL Poppy Appeal. | ✓ |
| 23/189 | Signed legal papers and NPC responses sent to BWB. | ✓ |
| | | ✓ |
| | | |
| | Clerk's Actions & Delegated Power | |
| | Playground inspection undertaken by RoSPA on 30th October 2023. We are now awaiting their report. | |
| | | |
| | Clerk Hours | |
| | Up until the 29th October 2023 - 360 hours paid / 327.25 hours worked. | |
| | | |

Associated Papers NPC for Meeting on 8th November 2023

Agenda Item 201a RFO Report

Unity Receipts & Payments 2023 / 2024

| Date | Details | Power | Receipts | | Payments | |
|----------|---|-----------------------------|----------|---|----------|---|
| 18/10/23 | RBL Poppy Appeal - Donation | Localism Act 2011 ss 1 to 8 | 0.00 | | 100.00 | Y |
| 16/10/23 | BDC Recycling Credits | | 215.99 | Y | 0.00 | |
| 25/10/23 | SCC P3 Grant | | 212.64 | Y | 0.00 | |
| 08/11/23 | D Gotts - Footpath Cutting 2023 | Localism Act 2011 ss 1 to 8 | 0.00 | | 360.00 | |
| 08/11/23 | Flowers Groundcare - Grass & Hedge cutting Aug to Oct | Localism Act 2011 ss 1 to 8 | 0.00 | | 200.00 | |

Reconciliation

| Account | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|-----------------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Unity Current Account | 31/10/23 | £6,713.77 | £6,153.77 | £560.00 | £0.00 | £0.00 |
| Unity Trust Savings Account | 31/10/23 | £45,625.69 | £45,625.69 | | | £0.00 |
| | | £52,339.46 | £51,779.46 | £560.00 | £0.00 | |

Budget v's Actual

| | Budget | Actual | | Reserves | Budget | Actual |
|---------------|-------------------|-------------------|------------------------|-------------------|-------------------|-------------------|
| Assets B/F | | £45,116.29 | | | | |
| Income | | | Expenditure | | | |
| Precept | £18,242.81 | £18,242.81 | Clerks Salary | | £12,011.23 | £5,905.12 |
| Grants | £177.20 | £212.64 | Clerk's Pension | | £1,260.48 | £0.00 |
| Recycling | £500.00 | £479.35 | Admin | | £2,000.00 | £1,069.77 |
| CIL | £0.00 | £4,836.56 | Donations | | £800.00 | £100.00 |
| Bank Interest | £50.00 | £506.02 | Annual Subscriptions | | £485.00 | £452.01 |
| VAT Repayment | £0.00 | £3,599.17 | Footpath Maintenance | | £400.00 | £360.00 |
| Other | £0.00 | £0.00 | Insurance | | £1,500.00 | £1,658.56 |
| | | | Inspection | | £563.00 | £430.00 |
| | | | Maintenance | | £500.00 | £0.00 |
| | | | Projects | | £500.00 | £0.00 |
| | | | CIL | £27,523.93 | £5,842.00 | £9,355.97 |
| | | | Village Hall Hire | | £390.00 | £0.00 |
| | | | VAT Paid | | £0.00 | £1,881.95 |
| | | | NNP | | £0.00 | £0.00 |
| Total | £18,970.01 | £27,876.55 | Total | £27,523.93 | £26,251.71 | £21,213.38 |
| | | | Assets Carried Forward | | | £51,779.46 |
| Total | | £72,992.84 | Total | | | £72,992.84 |

| Project Committed Spending | | | | | | |
|----------------------------|---------|------------|-----------|---------|-----------|--------------------------------------|
| Meeting Date | Minute | Supplier | Cost Net | VAT | Total | Budget |
| 15/06/22 | 22/114b | BWB | £758.00 | £151.00 | £909.00 | Transfer of Allotments CIL |
| 15/06/22 | 22/113 | Sudbury TC | £185.00 | £37.00 | £222.00 | Rec Ground jet wash CIL |
| 13/09/23 | 23/170d | Scribe | £595.00 | £119.00 | £714.00 | Accounting Software Projects / Admin |
| | | | £1,538.00 | £307.00 | £1,845.00 | |

| FUNDS | |
|--|-------------------|
| General Reserves (50% of Budgetted Expenditure) | £13,125.86 |
| Current year balance | £10,269.09 |
| Restricted Funds | |
| CIL | £23,004.52 |
| Newsletter | £2,880.00 |
| Total Restricted | £25,884.52 |
| Earmarked Reserves | |
| Asset Replacement | £0.00 |
| Village Hall | £0.00 |
| Legal Fees | £1,000.00 |
| Election Costs | £1,500.00 |
| Total Earmarked Reserves | £2,500.00 |
| TOTAL FUNDS | £51,779.46 |
| | |
| Unrecovered VAT | £1,881.95 |

Agenda Item 201b Statement of Accounts

NPC will be using the Scribe Accounting software from 1st April 2024. Below is the proposed Statement of Accounts for your consideration. The Budget, which will be presented to you at the December meeting, will follow the agreed format.

| INCOME | |
|-----------------------------|---------------------|
| Precept | Precept Demand |
| CIL | CIL Receipts |
| Grants | P3 Footpath Cutting |
| | SCC Locality |
| | BDC Locality |
| | Other Grants |
| Recycling | Glass |
| | Clothing |
| | Textiles |
| Bank Interest & Investments | Savings Accounts |
| | Dividends |
| Allotments | Rent |
| VAT | VAT Refund |
| Other Income | Other |

Associated Papers NPC for Meeting on 8th November 2023

| EXPENDITURE | | | |
|-------------|----------------------|--|---|
| | Clerks Salary | | Net Salary |
| | | | Clerk's Tax |
| | | | Clerk's NI |
| | | | Clerk's Pension |
| | | | Employers NI |
| | | | Employers Pension |
| | Administration | | Clerk's WFHA |
| | | | Bank Service Charges |
| | | | Office Expenses |
| | | | Milage Costs |
| | | | Election Costs |
| | | | Audit Fees |
| | | | Insurance |
| | | | Refreshments |
| | | | Village Hall Hire |
| | | | Training Costs |
| | Annual Subscriptions | | SALC |
| | | | Community Action Suffolk |
| | | | SLCC |
| | Asset Management | | Asset Purchases |
| | | | Wooden Asset Maintenance |
| | | | Litter, Dog & Grit Bin Maintenance |
| | Open Space | | Footpaths Grass Maintenance |
| | | | War Memorial Hedging Maintenance |
| | | | Village Sign Hedging Maintenance |
| | Donations | | Christmas Parcels |
| | | | RBL Poppy Day |
| | | | Other Donations |
| | Digital | | Software Licences |
| | | | Computer Warranty |
| | | | Website Hosting |
| | | | Email Hosting |
| | | | Domain Registration |
| | | | Laptop Maintenance |
| | Projects & Events | | Revenue Costs |
| | CIL | | Community Warden Hours |
| | | | Community Warden Milage Costs |
| | | | Community Warden Installation Costs |
| | | | Equipment Inspection |
| | | | Play Equipment Maintenance |
| | | | MUGA Maintenance |
| | | | Forever Fitness Maintenance |
| | | | Litter & Dog Bin Emptying |
| | | | Recreation Ground Grass & Hedge Maintenance |
| | | | Dog Poop Bag Consumables |
| | | | Defibrillator Accessories |
| | | | SID Maintenance |
| | | | Allotments Maintenance |
| | | | Allotments Legal Costs |

Agenda Item 202c Planning Status

| BDC Ref | Application | NPC Ref | NPC Response | BDC Response |
|-------------|--|---------|-----------------------------|--------------------|
| APPEAL | APP/D3505/W/22/3310476 - Rotten Row Farm, Rotten Row - Refusal of application for the "Continued use of buildings for agricultural, industrial and commercial purposes." | 23/047c | All objections still stand. | |
| DC/23/03649 | Valley Farm House, Valley Road - Boundary treatments (retrospective) following receipt of Breach of Planning Conditions letter EN/22/00206. | 23/171a | No comment | REFUSED 12/10/2023 |
| DC/23/03194 | Wheldon's Fruit Farm, Farm Shop, Joes Road - Erection of equestrian building and construction of menage area. Change use of land for the keeping of horses. | 23/171b | Support | |

Agenda Item 203 Footpaths

Update from Cllr Taylor on progress with landowner re footpath extension.

Agenda Item 208 NPC Meeting Dates in 2024

The following Wednesday dates at 7.30 pm are proposed for NPC's meetings:

- 10th January
- 14th February
- 20th March
- 10th April
- 24th April - Annual Parish Assembly
- 8th May - Annual Meeting of Parish Council
- 12th June
- 10th July
- 14th August - Provisional Planning Meeting
- 11th September
- 9th October
- 13th November
- 11th December.