

**GREAT CORNARD PARISH COUNCIL**

Minutes of the Meeting of the **POLICY & RESOURCES COMMITTEE**

held in The Stevenson Centre at 7:30pm on Monday 27th March 2023

**Present**  Councillors A C Bavington **Chairman**

Mrs S Bowman M D Newman

S M Sheridan Mrs P White Mrs J Wilson

Council Manager Mrs N Tamlyn

Council Administrator Miss E Skuce

1. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors C Wright and T M Welsh.

Councillors T J Keane and K Graham did not attend the meeting.

1. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Councillor Bavington declared a non-pecuniary interest in any item relating to Thomas Gainsborough School as he volunteers at the School and a family member is employed by the Trust.

1. **DECLARATIONS OF GIFTS AND HOSPITALITY**

**NONE.**

1. **ITEMS BROUGHT FORWARD – FOR NOTING**

Members reviewed and **NOTED** the Items Brought Forward list.

1. **CORRESPONDENCE**
2. **Babergh District Council: Public Consultation BMSDC Joint Local Plan Examination**

Members reviewed correspondence from Babergh District Council which informed that they are currently undertaking the consultation on the Joint Local Plan Main Modifications on behalf of the Planning Inspectors undertaking the Joint Local Plan Examination. The consultation runs from 16th March 2023 until Wednesday 3rd May 2023 and there is a Microsoft Teams meeting for Town and Parish Councils on 30th March 2023. Members **NOTED** that the matter had already been considered by the Development and Planning Committee earlier in the evening and that it had been agreed by them for the Council Manager to attend the Teams meeting.

The Chairman noted that on page 3, item v) of the Explanatory Notes received, it referred to the designation of open spaces being removed, consistent with the main modification, deleting Policy LP30 (Designated Open Spaces) and was concerned that this might affect the Parish Council’s plans to have the Country Park designated once the Joint Local Plan had been adopted.

It was **AGREED** for the Council Manager to clarify this matter when she attends the Microsoft Teams meeting on the 30th March.

1. **TO RECEIVE AN UPDATE ON THE VILLAGE HALL SIGNS**

Members reviewed correspondence from W Tanswell Signwriters which stated that due to the recent cold and wet weather, the conditions had not been right for carrying out the work on the Village Hall signs. It was hoped that the new sign could be installed shortly and the painting of the main fascia sign would be completed once the weather improved. **NOTED.**

1. **TO CONSIDER A GRANT FOR THE GREAT CORNARD SWIMMING POOL**

Members reviewed correspondence and accounts for FY2022/2023 received from Unity Schools Partnership. It was **NOTED** that the historic agreement with the Trust was that the Parish Council and District Council would match fund any revenue deficit, to the current ceiling limit of £3,000. However, the Trust had already received grant aid from Babergh District Council in the sum of £3,000 which left a revenue deficit of £650.

A Member was concerned that the swimming pool was closed for a period of time over last summer and they did not feel that the Parish Council should grant aid any sum of money until the Trust can ensure it opens for public use throughout the summer period.

The Chair explained that the swimming pool had been closed due to the requirement for new plant and a new plant room and he would not want to jeopardise the pool due to a lack of funds.

It was **AGREED** to grant aid the sum of £650 to cover the deficit and for the remaining £2,350 to be earmarked to a Swimming Pool Fund and to continue to maintain the FY2023/2024 grant at £3,000 until there is a clear understanding between all parties on the terms of the historic agreement, and a decision on whether any further funds will need to be paid over.

1. **TO REVIEW THE STREETLIGHT MAINTENANCE AND ENERGY COSTS FOR**

**FY 2022/2023**

Members reviewed the invoice for street lighting maintenance and energy for the period 1st April 2022 to 31st March 2023 for £29,024.92 plus VAT. The Council Manager explained that due to a significant rise in energy costs, the invoice was much higher than the £20,000 budgeted but as the Parish Council continued to upgrade its streetlights to LED lanterns, this would help with future costs.

It was **NOTED** that the Development and Planning Committee had also considered and noted the matter at their meeting earlier in the evening.

The Council Manager explained that the energy cost of an old sodium lantern was approximately £134 per annum whereas a new LED lantern was approximately £28 per annum which was a significant difference. **NOTED**.

It was **AGREED** to pay the invoice for streetlight maintenance and energy costs for FY2022/2023 of £29,024.92 plus VAT prior to the end of the financial year.

1. **TO RECEIVE A REPORT ON AN INCIDENT AT THE COUNTRY PARK CAR PARK AND RECOMMENDATION TO INSTALL BROADBAND AT THE PAVILION**

Members reviewed Report No. F15 **(see Appendix A).** The Chairman stated that he felt this was a very serious criminal matter and it was disappointing that the CCTV cameras at the Pavilion had sadly not been working and therefore unable to capture any footage of the assault.

The Council Manager explained that a quotation from the Parish Council’s IT supplier had been received to install broadband at the Pavilion which would allow the cameras to be monitored via the internet and a mobile application. The quotation received was for a one off installation charge of £80.00 plus VAT and SOGEA broadband at a cost of £29.00 plus VAT per month.

It was agreed to **RECOMMEND** to Full Council that it accepts the quotation from 3IT Limited for a one off installation charge of £80.00 plus VAT together with SOGEA broadband at a cost of £29.00 plus VAT per month.

Funds to be allocated, in the new financial year, from the Blackhouse Lane Budget.

In relation to the upgrading of the Parish Council office’s broadband, the Council Manager explained that 3IT Limited had also provided a quotation for SOGEA broadband at £29.00 per month plus VAT and a one off installation/migration fee of approximately £100.00 plus VAT.

It was agreed to **RECOMMEND** to Full Council that it proceeds with the upgrade of the Parish Council’s broadband with 3IT subject to clarification of final costs.

Funds to be allocated, in the new financial year, from the Administration Budget.

1. **TO RECEIVE CONFIRMATION OF THE FY2023/2024 ANNUAL INSURANCE PREMIUM**

Members reviewed Report No. F16 which detailed the insurance premium renewal for FY 2023/2024 received from the Council’s insurers Zurich Municipal for £8,094.96. The Council Manager explained that this was the fourth year of the Council’s five year agreement with Zurich and the renewal quotation included an additional premium of £1,744.19 following the Reinstatement Cost Valuations carried out at the end of 2022.

Members **NOTED** that The Stevenson Centre, The Village Hall and Cornard United Clubhouse reimburse the Parish Council for their premiums, which leaves a total payable by the Council of £4,507.27.

It was agreed to **RECOMMEND** to Full Council that it accepts the insurance renewal premium from Zurich Municipal of £8,094.96.

1. **FINANCIAL MATTERS**
2. **To approve the latest list of payments**

Members reviewed and **NOTED** the latest list of payments **(see Appendix B).**

1. **To review the latest Financial Management Report**

Members reviewed the latest Financial Management Report and **NOTED** the figures therein. The Chairman highlighted that expenditure was 106% of the Budget but that income was 112% of the Budget which was encouraging given the rising cost of inflation. It was hoped that the next financial year will also be successful due to agreeing a prudent Budget. **(See Appendix C)**

**Meeting closed at 7:59pm**

**APPENDIX A**

**Report No: F15**

**Incident at the Country Park Car Park on Tuesday 14th March 2023**

On Wednesday 15th March, the Council Manager was contacted by Bury CID to provide urgent access to the CCTV cameras at the Cornard Dynamos Pavilion, following a report of a serious assault which took place the night before. The CM met with an officer onsite and found the car park cordoned off by the Police and Forensics were carrying out a fingertip search of the area and dusting broken glass bottles for fingerprints.

Sadly, it was found that the CCTV system was not operational at the time of the incident due to a probable power cut.

The PC has also been contacted by local residents with regards to the incident and raised their concerns about antisocial behaviour and cars revving engines at night (See attached correspondence). The residents were asked to contact Bury CID as they may be able to provide information which could identify the vehicles.

The Council’s contractor STC, visited site the next day and confirmed the CCTV system had not recorded the incident due to a probable power cut and reset the system. This has highlighted that there is no remote access to the cameras at the Pavilion and unless they are checked daily, there is no way of knowing if they are operational or not.

The Council’s IT contractor, 3IT have advised that the cheapest option would be to install broadband at the Pavilion with a one off installation charge of £80 and SOGEA Broadband giving a guaranteed speed of 46MB at £29 per month plus VAT. This would give Council staff access to the cameras via the internet and a mobile application.

The Council currently uses TalkTalk as its broadband provider at a cost of £31.04 plus VAT per month. Since migrating to Quickbooks online the Council’s internet is proving to be very slow

(5.99 mbps download and 0.86 mbps upload) and if Broadband were to be installed at the Pavilion, it may be prudent to consider changing the internet provider at the Council office as well.

**APPENDIX B**

**Schedule of Income and Expenditure for Great Cornard Parish Council up to 27th March 2023**

|  |  |  |  |
| --- | --- | --- | --- |
| **INCOME UPTO** |  |  |  |
| **27/03/2023** | **Source** | **Amount** | **Details** |
|  | Allotments | £31.00 |  |
|  | Cemetery | £26.00 |  |
|  | Barclays Bank | £425.34 | Interest |
|  | Babergh District Council | £55,927.50 | CIL Funds - Allotment Car Park |
|  |  |  |  |
|  | TOTAL | **£56,409.84** |  |
| **EXPENDITURE** | |  |  |
| **Direct Debits** | **Company** |  | **Details** |
|  |  |  |  |
| **29/03/2023** | Talk Talk | £37.25 | Internet Provision |
| **BACS** | **Company** |  | **Details** |
| **15/03/2023** | Salaries | £4,651.58 |  |
|  | HMRC | £1,700.71 | Tax & NI Payover |
|  | SCC Pension Fund | £1,281.54 | Pension Payover |
|  | **Salaries TOTAL** | **£7,633.83** |  |
| **27/03/2023** | Vertas | £3,088.08 | Final Knotweed Account |
|  | SCC | £29,024.92 | FY22/23 Streetlight Contract |
|  | Evergreen Landscapes & Fencing | £4,155.00 | Bal. Security Improvement Works \* |
|  | Michelle King | £31.00 | Allotment Reimbursement |
|  | Colne Contracts Ltd | £762.00 | Installation of Thick Yellow Line |
|  | Colne Contracts Ltd | £89,844.00 | Allotment Resurfacing Works - CIL Funds |
|  | Sudbury Garden Services | £1,150.00 | Works to Council owned Hedges \*\* |
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|  |  |  |  |
|  |  |  |  |
|  | **Salaries** |  |  |
|  |  |  |  |
|  | **TOTAL Payments (Ex-Salaries)** | **£128,092.25** |  |
|  |  |  |  |
| \* Works reviewed by Cllrs Newman, Sheridan and Keane | | | |
| \*\* Cemetery, Churchyard, Recreation Ground and Adult Exercise Area and Stacey Ardely | | | |
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**APPENDIX C**



