

Minutes of the Annual Meeting of Kersey Parish Council held on Monday 16 May 2022 at Kersey Village Hall at 7.30pm

Present: John Hume (Chair), Penny Calnan, Esme Chapman and Andrew Rogers

In attendance: Sarah Partridge (Clerk). 1 member of the public.

57/22 Election of Chair

John Hume was proposed, seconded and elected as Chair of Kersey Parish Council; a Declaration of Acceptance of Office of Chair was completed and signed.

58/22 Election of Vice Chair

Andrew Rogers was proposed, seconded and elected as Vice Chair.

59/22 Apologies

Apologies were received Robert Lindsay, Leigh Jamieson and Rachel Wells.

Dave Finch has resigned as a Parish Councillor. This vacancy will be advertised.

60/22 Co-option to fill the vacancy for two Parish Councillors

There are two vacancies on the Parish Council which can now be filled by co-option. All Councillors were encouraged to speak to parishioners to encourage them to consider becoming a Parish Councillor.

61/22 Accept Members' Declarations of Interest – None

Councillors were all reminded to check that their Register of Interests are up to date.

62/22 Consider any Dispensation requests for Pecuniary Interests received from Councillors – None received

63/22 Other appointments

The following appointments were made and confirmed:

- a) Footpath Working Group – Penny Calnan and Andrew Rogers
- b) KCPC Working Group – Esme Chapman
- c) KVG Working Group – John Hume and Andrew Rogers
- d) SALC Babergh Area Forum – John Hume
- e) Village Hall representative – John Hume
- f) Kersey Playing Field Association – Ex-officio, Chair of Parish Council - John Hume

Long term appointments

- a) Franey and Rand Charities – Rachael Rogers (4-year term ending May 2025)
- b) Nightingale Trust – Natalie Blyth (4-year term ending May 2023) and
- c) David Woollard (4-year term ending May 2025)

Members of Kersey Parish Council working groups were also confirmed.

64/22 Public forum and reports

Both Robert Lindsay and Leigh Jamieson's reports had been circulated to all Councillors and published on the website before the meeting. The reports are appended to these minutes.

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a. Suffolk County Councillor report - Robert Lindsay's report was received – A question was raised regarding Robert's report and the new highways contract. It was felt that SCC should be considering a tender for in-house highways work as well as a tender from Kier. It was also felt that solar panels should be supported on warehouse rooves, particular thinking about the development of Freeport East. These comments will be forwarded to Robert.

b. Babergh District Councillor report - Leigh Jamieson's report was received.

c. Parish Time – Parishioners' opportunity to raise matters and ask questions – none

65/22 Minutes of the previous meeting

The minutes of the meeting held on 12 April 2022 were confirmed as being correct and signed.

66/22 Clerk's Report

The Kersey website has been updated following the Annual Parish Assembly when all the community organisations confirmed their details. Street lighting – SCC have confirmed our request for conversion of all street lights in Kersey to LED units. It is hoped the work will be completed in June or July. Climate change and energy reduction project. Disappointingly there had been a very low response to the second survey so there was not enough data to draw any meaningful conclusions. Response rates had been low across the county. However, more people are giving more thought to energy saving at home (perhaps indirectly due to higher bills). Suffolk County Council has recently launched a new campaign called Low Impact Living which aims to build on the advice and service this initiative has provided. The details will be added to the Kersey PC website. The defibrillator is not working at the moment. The Community Heartbeat Trust, who provide our annual support package, have been informed. A new battery and pads have been ordered.

67/22 Correspondence

All correspondence for the Parish Council has been circulated to Councillors. The following items were noted:

Babergh Community Governance Review of Parishes, Town Councils and Unparished areas. A statutory process to review the whole District. Included in this will be a review of the electoral arrangements for Parishes. Deadline for submissions to the first stage of the review is Friday 27 May 2022.

The Parish Council has been invited to the first **Suffolk Enhanced Bus Partnership passenger working group**. This group has been formed to provide a platform to represent bus passengers in the strategic decision making process on the future of bus services across the County. This will include discussion of commercial bus services, those supported by the County Council and the Community Transport sector as well as bus stops, information and other infrastructure. The group will also decide on the passenger representation at the Enhanced Partnership Forum. An agenda will be issued prior to the meeting. More details on the plans and governance of the Enhanced Partnership are available on the web page. <https://www.suffolkonboard.com/buses/suffolk-enhanced-partnership/> John Hume will try to attend this online meeting on Wednesday 1 June 2pm to 3.30pm.

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68/22 Finance

- a) The Clerk, Sarah Partridge was confirmed as the Responsible Financial Officer. Natalie Blyth was reappointed as the Internal Auditor and Penny Calnan as the lead Councillor for finance.
- b. The terms of reference for internal audit and annual internal audit plan were approved. A copy is appended to these minutes.
- c. The Financial Regulations were updated to show the latest statutory procurement thresholds which have to be included in the regulations under 11.1c footnote 3.
- d. The Parish Council bank mandate arrangements were reviewed and confirmed. This requires any two of the three authorised signatories.
- e. The financial statement showing current bank balances, receipts and payments had been circulated to Councillors before the meeting; A copy is appended to the minutes. All payments were approved.

69/22 Parish Council accounts and governance statements for the year ending 31 March 2022

- a. Natalie Blyth the Internal Auditor had completed her internal audit on 11 May where she found everything to be in order. A copy of her report had been circulated to all Councillors. Natalie had also completed the Annual Internal Audit Report 2021/22 for the Annual Governance and Accountability Return.
- b. Councillors all had a copy of the Parish Council accounts for the year ending 31 March 2022, also published on the website with the agenda. It was resolved to approve the year end accounts; copy appended to these minutes. Councillors reviewed the budget comparison against actual spending for the year, the year-end bank reconciliation and allocated reserves. It was agreed the allocated reserves and the general Parish Council reserve were appropriate. Councillors reviewed the significant variances sheet and agreed this helped to give a clear understanding of the variances.
- c. The Parish Council resolved the period for the exercise of public rights will be 13 June to 22 July, which is in line with guidance issued by PKF Littlejohn the external auditors. The notice will be published on the website and the noticeboard.
- d. The Parish Council positively answered all the questions in the Annual Governance Statement.
- e. The Annual Accounting Statements for 2021/22 were reviewed and approved. It was resolved to approve the Annual Governance and Accountability Return. All the accounts and audit information will be published on the website before 1 July in line with the Accounts and Audit Regulations and the Transparency Code.
- f. Having completed the year-end accounts and considered the requirements Kersey Parish Council resolved to certify itself as exempt from a limited assurance review for the year ending 31 March 2022. All the year-end finance and Annual Governance and Accountability Return documents were signed. The exemption certificate was completed, signed and will be sent to the external auditor.

70/22 Planning applications

Progress

DC/22/01013 Land Adjacent The Grain Store Cox Hill, Wickerstreet Green, Kersey, Suffolk IP7 6EY
Proposal: Full Application - Erection of agricultural building for storage of plant and machinery and creation of new field access.

This application has been withdrawn.

DC/22/00921 Orchard House, The Street, Kersey, Suffolk IP7 6DY

Proposal: Householder Application - Erection of garden home office.

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BDC Granted permission on 14 April 22 with a condition that this permission shall only authorise the use of the outbuilding/ home office for purposes incidental and ancillary to the principal dwelling known as Orchard House and does not permit the use of the accommodation for a separate household.

DC/22/01495 Little Pond Barn, Uplands, Kersey, Ipswich Suffolk IP7 6ER

Proposal: Householder Application - Erection of a carhouse

Babergh granted permission for this development on 12 May 2022

Planning applications to consider

DC/22/01893 Bridge House, The Street, Kersey, Ipswich Suffolk IP7 6DY

Proposal: Householder Application - Erection of shed (following demolition of existing).

The applicant was not present. It was noted Babergh heritage had no comment to make on this application. Councillors considered this application and agreed unanimously to support.

Received after publishing agenda

DC/22/02522 Green Gables, The Green, Kersey, Ipswich Suffolk IP7 6EB

Proposal: Householder Application - Erection of chicken shed and run (retention of).

2022DC/22/02523 Green Gables, The Green, Kersey, Ipswich Suffolk IP7 6EB

Proposal: Application for Listed Building Consent - Erection of chicken shed and run

An extension of time had been requested from Babergh. An extraordinary meeting will need to be called to consider these applications in June.

71/22 Footpath Working Group

Kevin Pratt, who continues as Chair of the Footpath Working Group, had no issues to report at this time. The schedule and confirmation of our contract for surface clearance of the paths in Kersey as agreed with SCC Rights of Way has been received. Some cutting has begun and it is expected that the majority will receive a first cut by mid June. It is hoped that the members of the FWG will meet up again next month and members will receive a communication on this. Volunteers are still being sought to support the group; a notice will go into the next Parish Newsletter.

72/22 Jubilee Working Group

Plans are progressing well for the Kersey Street Party on Sunday 5 June. The event will commence at 12.45. There has been a tremendous response and 250 people will be attending, including 45 children who are all encouraged to dress up as monarchs or wear crowns. There will be medals! During the afternoon there will be entertainment from the Suffolk Concert Band and Morris dancers. Vouchers to exchange for food will be delivered to all attendees in the next week or so. Several people have volunteered to help. Volunteers are meeting on Sunday 5 June at 10am to set up tables and chairs in The Street between The Splash and The Bell. The Parish Council has been fortunate to receive funding from the National Lottery and Babergh District Council. The Parish Council has also agreed to contribute to this community celebration from the filming donations received last year. There is funding available to cover all the costs. An updated budget, appended, was approved by Councillors. All Councillors are very grateful to the volunteers and working group members who are organising this event and thanked them for all they are doing for what will be a wonderful community celebration.

73/22 KCPC Working Group

Jonathan Marsh had little to report. The mowing rota is working well and a working group meeting will be held shortly.

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74/22 Review and adopt policies

The LGA model code of Conduct 2020 was adopted and is now the code which Councillors will follow. It is very similar to the previous Suffolk Code but has been improved and made clearer with better explanation and supporting information to guide Councillors. Standing Orders and working group terms of reference were updated. All the other policy documents were readopted without changes to their content. They will all be published on the website.

- a) LGA model Code of Conduct 2020 – new improved national model code
- b) Standing Orders – updated to SO 18 due to Brexit
- c) Delegated Powers
- d) Footpath, KCPC and KVG Working Group Terms of Reference – updated for clarity
- e) Complaints Policy and Procedure
- f) Disciplinary and Grievance Policy and Procedure
- g) Equality and Diversity Policy
- h) Freedom of Information Publication Scheme Model and Kersey Publication Scheme
- i) Health and Safety Policy
- j) Press, Media and Reporting Policy
- k) Safeguarding Policy
- l) Data Protection and Information Security Policy
- m) Data Retention Policy
- n) Privacy Notices – General and Staff, Councillors and role holders
- o) Subject Access Request Policy and Procedure

75/22 Consider the concern about speeding in Wickerstreet Green and other areas of the Parish

Councillors discussed the problem of speeding around the Parish, particular areas of concern are Mill Lane, Hall Road and Wickerstreet Green, this route is used as a short cut. It was felt that many drivers respect the speed limits and drive safely within in the limits of the narrow country roads. However, there are a few drivers who take no care and drive too fast. Penny Calnan will speak to Robert Lindsay to get advice about the options for safety cameras, speed indicator devices and speed monitoring. It was noted that there was a recent serious accident involving a slow-moving motorbike in the Splash. A pillion rider was injured and required an ambulance and the police were in attendance. The police reported that the road surface is damaged which may have been a cause of the accident. The Parish Council will wait to see what highways propose to make The Splash safer.

76/22 Consider the process for reviewing the Parish Action Plan and developing a new one for the next five years

The Clerk had considered options for the review and development of a new 5-year action plan which were outlined to Councillors. This would involve a significant amount of public consultation. The Clerk recommended that a Parish Infrastructure Investment Plan, which was started a few years ago but never completed, be included in this work. Carrying out thorough public consultation and review work will ensure the Parish Council understands the needs and wishes for Kersey. Councillors recognised the need for this work and it was agreed to consider this further at the next ordinary meeting.

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77/22 Agree content for the newsletter article ‘Pride in our Parish’

It was agreed to write an item to encourage residents to consider becoming a Parish Councillor.

78/22 Training

SALC continues to offer online training as published on their website and circulated to Councillors. Esme Chapman will look at dates for Councillor training and inform the Clerk which dates she can attend so they can be booked. The Clerk had recently attended a 2-hour webinar introducing the new Code of Conduct.

79/22 Reports from other meetings

Police and Parish Forum – meeting notes circulated to Councillors
SALC Babergh Area Forum 8 March 22 – notes circulated

80/22 Forthcoming meetings

Police and Parish Forum 15 June at Stutton village hall at 7.30pm – John Hume to attend
SALC Babergh Area Forum 9 June 7pm via zoom John Hume to attend

81/22 Any other business – Councillors’ opportunity to bring matters to the Council’s attention

The soup lunch in aid of the Ukraine appeal was really well supported and very successful with over £2,000 raised.

The new landlord at The Bell Inn has been struggling and has now given notice. It is registered as a community asset should the property owners decided to sell. The Parish Council are concerned for the future of the pub which is an important venue for local residents and visitors. The Chair has already written to the property owners, in a personal capacity since the Parish Council had not met to discuss the matter. A meeting to discuss the future of the pub has been requested with the property owners. It was agreed the Parish Council support this idea and it was agreed that all Councillors would like to attend a meeting if one is offered.

The next scheduled Parish Council meeting will be on Monday 4 July at 7.30pm in Kersey Village Hall.

There being no further business the meeting closed at 9 pm.

Appended to these minutes are 11 pages:

- Suffolk County Council report from Robert Lindsay
- Babergh District Council report from Leigh Jamieson
- Kersey PC Internal Audit terms of reference and internal audit plan for year ending March 2023
- Kersey Parish Council finance sheet for 16 May 2022
- Kersey Parish Council year end accounts (5 pages)
- Jubilee working group budget

Signed

Date

Kersey PC 16.5.22 Report from County Councillor Robert Lindsay

Motion to clean up Suffolk's Rivers

My political group at Suffolk Council is proposing a motion for the meeting this Thursday (19th May) for the council to try to address some of the causes of river pollution. This involves asking Government to better fund the regulator – the Environment Agency, but also for the council itself to liaise with the NFU and planning councils against granting planning permission for intensive livestock units that exceed nutrient budgets and to write to Anglian Water calling for reduction of waste water discharges.

Petition to pause Highways outsource tender

Since the county outsourced its maintenance contract to Kier 9 years ago, charges for one off road safety projects have sky rocketed. The contract with Kier expires in October next year and the county is about to re-tender for the contract for at least another 10 years and up to 20. Kier could well be a frontrunner again. The administration appears to have ruled out taking the work back in-house although there has been no public debate or explanation. Our group has launched a petition to ask the county council to prepare and cost an in-house bid to see if it stacks up economically with outside companies.

We need 3,675 signatures to get it debated.

https://www.petitiononline.uk/for_suffolk_county_council_to_develop_an_in-house_bid_for_suffolk_highways_maintenance

Ukraine, full County Council meeting 24th March

Full Council presented a rare show of solidarity between Councillors, as our Group and the Conservatives shared a single motion in support of Ukraine. The motion condemned the actions of the Russian government, as well as agreeing a commitment to supporting and welcoming refugees as they become a part of our Suffolk communities. However we did raise the Government imposed bureaucracy surrounding current attempts of Suffolk residents to house Ukrainian refugees.

Freeport East

Suffolk's Cabinet met 29th March to vote on a plan to establish 'Freeport East'. This is part of a controversial national attempt to generate economic activity through tax incentives with freeports across the country. Felixstowe Port, Harwich Port, and Stowmarket's 'Gateway 14' Business Park are set to become part of Freeport East. My Green group believes there is a risk this project will benefit foreign owned businesses seeking tax havens onshore at the expense of existing home grown businesses. It will also generate huge quantities of lorry and other traffic and be unlikely to fit with zero by 2030 targets.

Businesses on the Freeport sites will be exempt from business rates so development at the three sites will be funded by business rates levied on all businesses within a 25km radius of them.

Cycling and walking plan

Suffolk County Council and Babergh have now unveiled a list of cycling and walking improvements as part of a Local Cycling and Walking Infrastructure Plan which will require funding from developers and any Government grants. This list is subject to change as communities submit their own suggestions. So if there is a specific footway or cycle infrastructure in Kersey that would make a major improvement to people getting around safely do let me know and we can see if it can be included.

Sunnica and pylons

Suffolk's cabinet met on March 1 to recommend the Government reject current plans by Sunnica to build the country's largest solar farm in Suffolk and East Cambridgeshire. The report for cabinet says the application fails to properly mitigate the impacts of such a large project.

In addition, the Cabinet voted to recommend, subject to satisfactory answers on environmental impact, the National Grid's project for a new pylon route from Bramford to Twinstead. National Grid says the pylons are needed for Sizewell C and offshore windfarms. Since then a second line of pylons has been proposed going north-south through Suffolk, via Hintlesham and East Bergholt. Our group has formally objected to this. We believe both lines could have been carried in an underwater cable to London.

[Babergh District Council Report from Leigh Jamieson](#)

Since Easter a new Cabinet has been agreed. Following a lot of negotiation between myself and the other group leaders a proposal was accepted by all, that the Cabinet would be made up of Conservatives, Independents, a Lib Dem and a Green. However, this led to a split within the Conservative group which resulted in four members walking away to form a new Independent Conservative group.

This group, that includes the leader of the Council, has agreed, with the other parties to form a new Cabinet. This new Cabinet is made up of three Independents, a Lib Dem, a Green and three Independent Conservatives.

Although we in the Green group still feel that a committee system produces the most democratic form of leadership we will work within the Cabinet to ensure all decisions they make are open and transparent.

Kersey Parish Council

Finance

Details for Parish Council Meeting on 16 May 2022

Bank Balances at 29 April 2022

Business Premium Account	£25,107.45
Current Account	£4,188.38
	<u>£29,295.83</u>

Transfers between Business Premium and Current account since the last report

30-Mar-22 Transfer from Business premium to current	£1,000.00
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Income received since the last report

01-Apr-22 National Lottery - grant for Jubilee	£2,780.00
11-Apr-22 Babergh first 50% of precept	£5,040.00
	<u>£7,820.00</u>

Payments made since the last report

<u>Date</u>	<u>Chq no.</u>		
16-Mar-22	101304	Kersey Playing Field Assoc - Glebe	£103.66
16-Mar-22	101305	SCC Street lighting	£311.95
22-Mar-22	101306	The Catering Experience - Jubilee hog roast deposit	£131.00
			<u>£546.61</u>

Payments Due

<u>Chq no.</u>		
101307	SALC - Annual subscription	£189.88
101308	Suffolk Cloud - Website hosting	£120.00
101309	The Catering Experience - Jubilee hog roast final	£1,256.00
		<u>£1,565.88</u>

Expenditure Agreed

Prepared by the Clerk for Kersey Parish Council

Kersey Parish Council Receipts and Payments End of Year Account

31-Mar-21		31-Mar-22
£ 8,716.00	Precept	£ 9,533.00
£ 729.16	Footpath	£ 752.48
£ 1,831.67	KCPC	£ 2,293.33
£ 831.00	Insurance claim for stolen bench	£ -
£ 5.33	Millennium Book Fund	£ 2.93
£ 8.26	Bank interest	£ 2.01
	Donations for filming	£ 1,750.00
	BDC Council tax support grant	£ 164.00
	VAT repayment	£ 122.69
£ 533.72	Total receipts	£14,620.44
£12,655.14		
£ 648.89	Administration	£ 702.42
£ 5,786.33	Staff costs	£ 5,742.01
£ 25.00	Training and external meetings	£ -
£ 256.33	Street lighting	£ 259.95
£ 50.58	Footpath	£ 159.62
	Jubilee	£ 281.02
£ 20.80	KCPC	£ 7,058.34
£ -	Section 137	£ -
£ 343.93	Insurance	£ 343.94
£ 80.00	Glebe hedgecut	£ 54.00
£ 86.00	RoSPA inspection	£ 89.50
£ 29.24	Dog bin emptying charge	£ -
£ 420.00	St Mary's PCC	£ 460.00
£ 126.00	Defibrillator annual support	£ 126.00
£ -	Parish Council election costs	£ -
£ 55.00	Footpath map leaflet redesign	£ -
£ 315.00	Fixed asset new bench	£ -
£ 122.69	VAT on payments	£ 1,477.11
£ 8,365.79	Total Payments	£16,753.91


Receipts and payments summary

£ 18,901.74	Balance as at 1st April	£ 23,191.09
£ 12,655.14	Total receipts	£ 14,620.44
£ 8,365.79	Less payments	£ 16,753.91
£ 23,191.09		£ 21,057.62

Cumulative funds in the bank at 31 March

£ 19,352.42	Barclays Business Premium a/c	£ 20,067.45
£ 1,643.98	Barclays Current a/c	£ 1,408.38
£ 2,871.84	Ipswich Building Society a/c	£ -
£ 23,868.24		£ 21,475.83
£ 677.15	Less unrepresented cheques	£ 418.21
£ 23,191.09	Balance c/f	£ 21,057.62

The accounts represent fairly the financial position of Kersey Parish Council as at 31 March 2022 and reflect its receipts and payments during the year.

Signed 
Responsible Finance Officer

Date 20 April 2022

I certify that the accounts were formally approved at the Council Meeting on 16 May 2022

Signed 
Chair of Kersey Parish Council

Date 16-5-22

Kersey Parish Council, Suffolk
Year End Accounts
1 April 2021 - 31 March 2022

Kersey Parish Council consolidated accounts
Year end bank reconciliation as at 31 March 2022

Funds at the bank

Barclays

Business Premium account	£20,067.45
Current account	£1,408.38
	£21,475.83

Less unrepresented cheques:

101234	£184.90	
101267	£129.65	
101304	£103.66	
	£418.21	£418.21
		£21,057.62

Ipswich Building Society

Millennium Book Fund account	£0.00
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Account closed 16 December 2021 all funds transferred
to Barclays account and allocated to KCPC for the playground improvement project

Balances as per cashbooks

Kersey Parish Council balance b/f 1 April 2021	£20,319.25
Millennium Book Fund balance b/f 1 April 2021	£2,871.84
	£23,191.09

Plus total receipts	£14,620.44
	£37,811.53

Total payments	£16,753.91
	£16,753.91

Total receipts plus balances at 1 April	£37,811.53
Less total payments	£16,753.91
	£21,057.62

Allocated reserves held in bank

Footpath Working Group	£3,864.82
KCPC Working Group (ring fenced)	£2,886.70
Audit reserve	£200.00
Training reserve	£699.19
Defibrillator and Village Emergency Tel	£925.06
Election provision	£484.71
Church Walk future maintenance	£2,080.00
Footpath map printing reserve	£433.50
Fixed asset reserve	£4,003.71
Filming donations reserve	£1,468.98
BDC Council tax support grant reserve	£164.00
Parish Council general reserves	£3,846.95
	£21,057.62

Kersey Parish Council bank reconciliation prepared by
the Clerk and RFO Sarah Partridge on 20 April 2022

Kersey Parish Council significant variances for year ending 31 March 2022

31-Mar-21		31-Mar-22	Variance	% Variance	Reason for variance (Auditor PKF Littlejohn require explanation if over 15% and more than £200)
£ 8,716.00	Precept	£ 9,533.00	£ 817.00	9.4%	Increased to cover increase in costs as set out in the budget
£ 729.16	Footpath	£ 752.48	£ 23.32	3.2%	
£ 1,831.67	KCPC	£ 2,293.33	£ 461.66	25.2%	No quiz held due to COVID-19. Grant received for playground improvements £2293.33
£ 831.00	Insurance claim for stolen bench	£ -	£ -831.00	-100.0%	Last year bench stolen, insurance claim made
£ 5.33	Millennium Book Fund	£ 2.93	£ -2.40	-45.0%	Bank interest rates reduced
£ 8.26	Bank interest	£ 2.01	£ -6.25	-75.7%	Bank interest rates reduced
£ -	Donations for filming	£ 1,750.00	£ 1,750.00	100.0%	Donations for filming in village received this year £1750
£ -	BDC Council Tax support grant	£ 164.00	£ 164.00	100.0%	Council Tax support grant received this year £164
£ 533.72	VAT repayment	£ 122.69	£ -411.03	-77.0%	Less VAT paid last year so less reclaimed this year
£ 12,655.14	TOTAL RECEIPTS	£ 14,620.44			
£ 648.89	Administration	£ 702.42	£ 53.53	8.2%	
£ 5,786.33	Staff costs	£ 5,742.01	£ -44.32	-0.8%	
£ 25.00	Training and external meetings	£ -	£ -25.00	-100.0%	No training this year
£ 256.33	Street lighting	£ 259.95	£ 3.62	1.4%	
£ 50.58	Footpath	£ 159.62	£ 109.04	215.6%	Increased spending on mowers - service, repairs and parts £159.62
£ 20.80	Jubilee	£ 281.02	£ 281.02	100.0%	Jubilee celebration for June 22 expenses bunting £79, seeds & env £71, hog roast deposit £131
£ -	KCPC	£ 7,058.34	£ 7,037.54	33834.3%	No quiz due to COVID-19. Increased spending for playground improvements project inc repairs to gates and equipment £985 and new basket swing £5952
£ -	Section 137	£ -	£ -		
£ 343.93	Insurance	£ 343.94	£ 0.01	0.0%	
£ 80.00	Glebe hedgecut	£ 54.00	£ -26.00	-32.5%	Hedge cut this year £54
£ 86.00	RoSPA inspection	£ 89.50	£ 3.50	4.1%	
£ 29.24	Dog bin emptying charge	£ -	£ -29.24	-100.0%	Withdrawn from contract Dec 2020
£ 420.00	St Mary's PCC	£ 460.00	£ 40.00	9.5%	Grant increased by £40 this year
£ 126.00	Defibrillator annual support	£ 126.00	£ -	0.0%	
£ -	Parish Council election costs	£ -	£ -		
£ 55.00	Footpath map leaflet redesign	£ -	£ -55.00	-100.0%	Redesign charge of £55 for leaflet last year
£ 315.00	Fixed assets	£ -	£ -315.00	-100.0%	New bench purchased last year for playground £315
£ 122.69	VAT on payments	£ 1,477.11	£ 1,354.42	1103.9%	Increased spending on items with VAT
£ 8,365.79	TOTAL PAYMENTS	£ 16,753.91			
£ 30,465.00	Fixed assets	£ 36,418.00	£ 5,953.00	19.5%	Basket swing purchased £5,952 and Historic road sign added to register £1

Explanation of high reserves. On the Annual Return Accounting Statement box 7 is more than twice box 2 because Kersey Parish Council has agreed to hold allocated reserves as listed on the bank reconciliation.

Total reserves £21,057.62. Allocated reserves £17,210.67. Parish Council general unallocated reserves £3,846.95

KERSEY PARISH COUNCIL
Budget to 31 Mar 2022 and Precept for year ending March 2023

	Budget/ Precept Year ending March 2022	Actual to 31 Mar 22	Added to reserves in year	Budget/ Precept year ending March 2023	Notes:
Parish Council spending					
Post/tel/stationery/copier cartridge	£130.00	£79.88	£0.00	£135.00	
Clerk's working from home exp	£208.00	£208.00	£0.00	£208.00	£4/week
Hall Hire:Parish Council	£100.00	£70.98	£0.00	£120.00	VH cttee room £7, main hall £12. May be Zoom if legislation allows Pro Annual £100
Annual Parish Assembly	£10.00	£10.00	£0.00	£12.00	
SALC subscription	£190.00	£188.56	£0.00	£190.00	SALC 0% NALC 1% increase for 22/23
External audit	£0.00	£0.00	£0.00	£0.00	External audit fees for 17/18 to 21/22 £200 unless exempt (£200 in reserve) No info for 2023 and beyond yet
Data protection	£40.00	£35.00	£0.00	£40.00	ICO reg currently £5 discount for DD payment
Website hosting	£110.00	£110.00	£0.00	£110.00	Suffolk.cloud inc £10 fee for security certificate
Sub total for Admin	£788.00	£702.42	£0.00	£815.00	
Clerk's salary & staff costs	£6,230.00	£5,742.01	£0.00	£6,330.00	Scale SCP20 £13.51/hr. Inc element for additional hours over contract
Training/external meetings	£250.00	£0.00	£250.00	£250.00	SALC whole Council 2hrs £220, Cllr £110, others approx £50 mileage £100
Street lighting	£300.00	£259.95	£0.00	£540.00	SCC can't give estimate due to unusual energy price rises currently. Budget for double energy and 10% maintenance increase
Parish Council insurance	£300.00	£294.28	£0.00	£300.00	Oct 20 new 3 year Long term agreement with CAS
Glebe insurance	£50.00	£49.66	£0.00	£55.00	
Hedge cut - The Glebe	£80.00	£54.00	£0.00	£85.00	
Playground safety inspection	£90.00	£89.50	£0.00	£93.00	
St Mary's PCC	£460.00	£460.00	£0.00	£460.00	split: £265 Churchyd £150 Nletter £45 Clock (last increased Nov 2020)
Defibrillator & Village Emergency Tel	£215.00	£126.00	£89.00	£215.00	CHT memb'shp inc Defib managed solution £135, X2VETS £180 (20/21 reduced by £100 funded from Defib & VETS reserve)
Dog bin emptying	£0.00	£0.00	£0.00	£0.00	BDC subsidised service £44/dog bin
Chairman's allowance	£0.00	£0.00	£0.00	£0.00	
Election costs	£165.00	£0.00	£165.00	£165.00	Routine 4 yearly elections, next due May 2023 (Full election costs £1,163)
Church Walk future maintenance	£130.00	£0.00	£130.00	£130.00	
Footpath map printing reserve	£75.00	£0.00	£75.00	£75.00	Build up reserve for reprint £75/year (approx 1,000 maps/yr)
Mowing The Glebe	£100.00	£0.00	£0.00	£100.00	
Contingencies	£300.00	£0.00	£0.00	£467.00	Increased to keep band D precept the same as last year
Precept	£9,533.00	£7,777.82	£709.00	£10,080.00	
Agreed spending from reserves	£100.00		£0.00	£100.00	Defibrillator costs funded from Defib and VETS reserve
Fixed asset reserve			£1,046.18		
	£9,633.00	£7,777.82	£1,755.18	£10,180.00	Total Budget
Footpath spending	£447.50	£159.62			
Jubilee spending		£281.02			
KCPC spending	£9,067.00	£7,058.34			
Total actual net spend		£15,276.80			
Other Income	Estimate	Actual		Estimated other income	
BDC council tax support grant		£164.00			
Bank interest		£2.01		£2.00	
Filming donations		£1,750.00			Provisionally agreed could be used for community Platinum Jubilee celebrations min168/21
PC precept plus other Income	£9,533.00	£11,449.01			
Footpath Income	£729.18	£752.48			
KCPC income	£1,000.00	£2,293.33			
Millennium book fund income		£2.93			
Total actual net Income		£14,497.75			
Reserves (Cash at Bank)	At 1.4.21	Spent	Added	At 31.3.22	
Footpath Working Group	£3,271.96			£3,864.82	Yr end 31/03/2023 Precept £10,080 approved 31 Jan 22 Min ref 20/22 Tax base 189.02 = £53.32 for band D property 0% increase
KCPC Working Group (Ring fenced)	£4,776.94			£2,886.70	Yr end 31/03/2022 Precept £9,533 approved 18 Jan 21 Min ref 16/21 Tax base 178.78 = £53.32 for band D property 11.36% increase (inc 45p/month)
Audit reserve	£200.00			£200.00	Yr end 31/03/2021 Precept £8,716 approved 16 Dec 19 Min ref 206/19 Tax base 182.02 = £47.88 for band D property, 6.8% increase
Training reserve	£449.19		£250.00	£699.19	Yr end 31/03/2020 Precept £7,990 approved 28 Jan 19 Min ref 24/19 Tax base 178.23 = £44.83 for band D property.
Defib and VETS reserve	£836.06		£89.00	£925.06	
Election expenses reserve	£319.71		£165.00	£484.71	
Church Walk maintenance reserve	£1,950.00		£130.00	£2,080.00	
Footpath map printing reserve	£358.50		£75.00	£433.50	
Fixed asset reserve	£2,957.53		£1,046.18	£4,003.71	
Filming donations reserve		£281.02		£1,468.98	Jubilee expenses of £281.02 may be covered by external grant payment expected in April 2022
BDC Council Tax support grant res				£164.00	
General Parish Council reserve	£5,199.36			£3,846.95	
	£20,319.25		£1,755.18	£21,057.62	
Millennium Book Fund account	£2,871.84			£0.00	A/c closed Dec 2021 £2874.77 transferred to Barclays a/c and allocated to KCPC for playground improvement project Min 156/21

VAT not included in budget figures
The Parish Council can reclaim most VAT
Year ending 31/03/22
VAT reclaimed £122.69

Kersey Parish Council Powers for Budget Items

Post/tel/stationery/copier cartridge	LGA 1972 s150 & S111
Clerk's working from home exp	Local Government (Financial Provisions) Act 1963 s5
Hall Hire:Parish Council	LGA 1972 Sch 12 & LGA 1972 s150
Annual Parish meeting	LGA 1972 Sch 12 & LGA 1972 s150
Remote meeting expenses (Power expired 7 May 2021)	The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020
SALC subscription	Local Government Act 1972 s143
Audit	Accounts & Audit Regulations 2015
ICO data protection registration	LGA 1972 s150 and Data Protection Regulations 2018
To have a website	LGA 1972 s142
Clerks salary	LGA 1972 s112
Travel expenses to training/meetings	LGA 1972 s111
Training/external meetings	LGA 1972 s111 and LGA 1972 s145
Street lighting	Parish Councils Act 1957 s3 & Highways Act 1980 s301
Parish Council insurance	LGA 1972 s140, 140A, s145 & s150, LGA 2000 s101
Glebe insurance	LGA 1972 s140, 140A, s145 & s150
Hedge cut - The Glebe	Local Government (Miscellaneous Provisions) Act 1976 s19
Playground safety inspection	Local Government (Miscellaneous Provisions) Act 1976 s19
Dog litter bin emptying charge	Litter Act 1983 s5 and s6
St Mary's PCC - clock	Parish Councils Act 1957 s2
St Mary's PCC - churchyard	Local Government Act 1972 s214
St Mary's PCC - newsletter	Local Government Act 1972 s142
Defibrillator & VETS	Public Health Act 1936 s234 (power to provide life saving appliances)
Chairman's allowance	Local Government Act 1972 s 15(5)
Parish Council election costs	Representation of the People Act 1983 (as amended) s36
Church Walk future maintenance	Highways Act 1980 s43, 50
Footpath map reprinting	LGA 1972 s142 (the provision of information).
Maintaining/tidying open spaces	Open Spaces Act 1906 s9 & 10
Purchase and maintenance of benches	Parish Councils Act 1957 s1
Purchase and repair of street sign	Road Traffic Regulations Act 1984 s72
Purchase & repair decorative village sign	LGA 1972 s 144
Purchase laptop and office equipment	LGA 1972 s150
Footpath Working Group	Highways Act 1980 s43, 50
KCPC Working Group & mowing Glebe	Local Government (Miscellaneous Provisions) Act 1976 s19
Kersey Volunteer Group Working Group	Highways Act 1980 s.96 maintain roadside verges
Community celebration events (Jubilees etc)	LGA 1972 s145 provision of entertainment and support of arts inc celebrations
Kersey Table Tennis Club	Local Government (Miscellaneous Provisions) Act 1976 s19
To promote community organisations	LGA 1972 s142 (the provision of information).
Nightingale Trust (allotments)	Small Holdings & Allotments Act 1908 s23
Good Neighbour Scheme	LGA1972 s137
For other things not covered by powers but of benefit to community	Usually LGA 1972 s137 This power is capped based on the number of electors. It is considered as a power of last resort. For the financial year ending 31 March 2022 £8.41 per elector. (March 2023 £8.82) 281 registered electors at 1 December 2021 making total available £2363.21. (£2478.42)
Grit bins	No specific power so have to use LGA 1972 s137
Updated Feb 22	

Kersey Parish Council Jubilee Working Group Budget as at 16 May 22

Street Party Sunday 5 June 2022

Sustainable and environmentally friendly event, free for residents

Tables and chairs from the village hall and church - foc

VPA large pole marquee available if required - foc

Road closure license and signage via SCC - foc

Advertising/invitations via newsletter & flyers - foc

Bring your own plates, cutlery and glasses

Expenses	Budget Total	Actual Net	Actual VAT	Actual Total		Net estimate
Gift for every Kersey household and Kersey School						
British Wildflower meadow seeds	£51.70	£43.08	£8.62	£51.70	VAT invoice	£ 43.08
Self inking decorative stamp for envelopes	£21.95	£18.29	£3.66	£21.95	VAT invoice	£ 18.29
Seed envelopes	£11.58	£9.65	£1.93	£11.58	VAT invoice	£ 9.65
Bunting - commonwealth & union jack	£94.80	£79.00	£15.80	£94.80	VAT invoice	£ 79.00
Table cloths						£ 100.00
Food - budget estimate for 200 people						
Indian starters - samosa, bhaji etc estimate £3.50/person	£700.00					£1,000.00
Hog Roast - inc bun, stuffing, crackling, apple sauce, napkin						
The Catering Experience, Norfolk www.thecateringexperience.co.uk						
Total price for 100 people £625 + £6 for payment by chq	£1,250.00	£6.25 x 220	£1375.00	less £125 deposit		
Deposit £125 + £6 for payment by chq				£131.00		£ 131.00
Balance payment by 21 May £6.25 x 220 £1375.00 less £125 deposit = £1250.00 + £6 chq payment charge						£1,256.00
max number 220 people need 2 tables and cover						
4kg shoulder of pork for extra 22 people to be cooked in Kersey						£ 120.00
Vegetarian option supplied by The Bell						
Mushroom and Haloumi burger 8 @ £10 ??						£ 80.00
Salads - local residents have offered to make and donate						
Local Strawberries (Lindsey)	£130.00					£ 180.00
Cream	£20.00					£ 30.00
Entertainment						
Suffolk Concert Band (30 players)	£300.00					£ 300.00
Play for 2hrs in 2 sets with a break, need chairs and cover and cup of tea						
Boudicca Border Morris Dancers	£200.00					£ 200.00
no payment but refreshments for 21 dancers/musicians						
Jubilee Medals for the best monarch and crowns						£ 120.00
Estimate 43 children so get 50? @ £2.40						
Total budgeted expenses includes food for 200 people					Net total expenses 250 people	£3,667.02
	£2,780.03					

Income from £5 guest payments x 63 **£315.00**

Grant funding applied for

Arts Council Funding via Suffolk Community Foundation refused

Band £300 & Morris Dancers refreshments £200

Application on 28 Feb noted estimated total cost of event £1,500

Babergh DC minor grant (based on Arts Council app) £500.00

Will need to apply for funding with evidence of spending

National Lottery Community Funding **£2,780.00** Received 1 April 2022
£3,595.00

The Parish Council resolved to contribute up to £1,750.00 Minute ref 38/22
from the donations for filming in the village in 2021

Power for spending on Jubilee LGA 1972 s145 provision of entertainment and support of arts inc celebrations

Budgeted expenses of £2,080 approved by the Parish Council 7 March 2022 minute ref 38/22

Budget at 7 March did not include a price for indian starters (est £700), table cloths or medals

Kersey Parish Council Internal Audit

Terms of Reference and Internal Audit Plan for year ending March 2023

It is the Parish Council as a whole that is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk.

To safeguard Kersey Parish Council finances there are three systems of control:

- **Internal control**
- **Internal audit** - Internal audit is a key component of the system of internal control. Its purpose is to independently review, evaluate and report on the effectiveness of risk management, internal control and governance processes to ensure they are adequate, effective, and in line with current regulations. Internal audit does not actively seek evidence of fraud, corruption, error or mistakes, but can assist the Parish Council in its responsibility for the prevention and detection of such occurrences.
- **Limited assurance audit review** - The Parish Council may be exempt from a limited assurance audit review. In which case a certificate will be sent to the external auditor, appointed by Smaller Authorities Audit Appointments and the Annual Governance and Accountability Return completed as necessary.

The Internal Auditor is independent of the operations (financial control/management) of the Council; competent in the understanding proper practices in relation to governance and accounting requirements within the legal framework and powers of smaller authorities; has an awareness of relevant risk management issues; and has an understanding of simple accounting and basic PAYE and VAT requirements. Any change in personal circumstances that may cause a question over the independence requirement must be reported by the Internal Auditor to the Parish Council.

Internal audit work will be carried out using guidance from the Joint Panel on Accountability and Governance Practitioners Guide (current edition).

The Parish Council with the Internal Auditor will determine the scope and coverage of the work to be carried out by internal audit in accordance with proper practices and guidance. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective. The internal audit function must be independent from the management of the financial controls and procedures of the authority which are the subject of review. The person carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the authority. It is for each authority to decide, given its circumstances, what level of competency is appropriate, and to keep this issue under review. Internal audit is an on-going function, undertaken regularly throughout the financial year, to test the continuing existence and adequacy of the authority's internal controls. It results in an annual assurance report to members designed to improve effectiveness and efficiency of the activities and operating procedures under the authority's control.

The Parish Council's internal control systems comprise a whole network of systems established to provide reasonable assurances to:

- The effectiveness of operations.
- Compliance with applicable policies, procedures, laws and regulations.
- Safeguarding assets and interests from losses of all kinds, including those arising from fraud, irregularity and corruption.
- The integrity and reliability of information, accounts and data.

The Internal Auditor will use a predominantly systems-based approach to internal audit to:

- Carry out a selective assessment of compliance with relevant procedures, policies, regulations and internal controls. Noting that their establishment and alteration is the responsibility of the Parish Council.
- Review the reliability and integrity of financial information.
- Carry out an internal audit review twice during the year. One interim review midway through the financial year and one after the year-end accounts have been completed. Providing the Parish Council with a written report on the results of each internal audit review.
- Complete the Annual Internal Audit Assurance Report in the Annual Governance and Accountability Return.

Kersey Parish Council Internal Audit
Terms of Reference and Internal Audit Plan for year ending March 2023

Internal control	Scope of Internal Audit	Internal Auditor comments
Proper bookkeeping	<ul style="list-style-type: none"> • Is the cashbook maintained and up to date? • Is the cashbook arithmetic correct and regularly balanced? 	
Standing Orders and Financial Regs	<ul style="list-style-type: none"> • Evidence the Council has adopted and regularly reviewed Standing Orders and Financial Regulations and these are tailored to the Council. • Has a Responsible Financial Officer been appointed with specific duties? 	
Payments controls	<ul style="list-style-type: none"> • Have items above the de minimus amount been competitively purchased? • Are payments in the cashbook supported by invoices, authorised and minuted? • Has VAT on payments been identified, recorded and reclaimed? • Is S 137 spending minuted, separately recorded in a/c and within statutory limits? • Are the legal powers recorded for spending? 	
Risk management arrangements	<ul style="list-style-type: none"> • Does a review of the minutes identify any unusual financial activity? • Do minutes record the Council carrying out an annual risk assessment? • Is there evidence that risks are being identified and managed? • Is appropriate insurance cover in place for employment, public liability and fidelity? • Is insurance cover adequate and reviewed annually? • Are internal control systems documented and regularly reviewed? • Has the Council carried out a Review of the Effectiveness of Internal Audit and internal control systems during the year? 	
Budgetary controls	<ul style="list-style-type: none"> • Has the annual budget been properly prepared and agreed? • Evidence the precept amount was agreed by Council and clearly minuted? • Is actual expenditure against the budget regularly reported to the Council? • Are there any significant unexplained variances from budget? • Are general reserves and earmarked reserves appropriate? 	
Income controls	<ul style="list-style-type: none"> • Is income properly recorded, promptly banked and reported to Council? • Does the precept recorded agree to the Council Tax authority's notification? • If received, is CIL funding reported in accordance with current regulations? 	
Petty cash	<ul style="list-style-type: none"> • Is petty cash in operation? 	
Payroll controls	<ul style="list-style-type: none"> • Do all employees have contracts of employment? • Do salaries paid agree with those approved by the Council? • Are other payments to employees reasonable and approved by the Council? • Have PAYE/NIC/pensions been properly operated by the Council as an employer? 	
Assets controls	<ul style="list-style-type: none"> • Is the Council Asset Register reviewed annually? • Are asset insurance valuations recorded in the asset register, reviewed and in line with insurance cover? 	
Bank reconciliation	<ul style="list-style-type: none"> • Are bank reconciliations completed regularly and reconciled with the cash book? • Do bank balances agree with bank statements? • Are bank balances regularly reported to Council meetings? 	
Year-end procedures	<ul style="list-style-type: none"> • Are year-end accounts prepared using the appropriate procedures? • Is there a financial trail from underlying records to presented accounts? • Has the appropriate Annual Governance & Accountability Return been completed? • Was there the opportunity provided for the exercise of electors' rights? 	
Internal and external audit reports	<ul style="list-style-type: none"> • Have Internal Audit reports been considered by Council? • Has appropriate action been taken for matters raised in Internal Audit reports? • If the Council certified itself exempt from limited assurance review, did it meet the exemption criteria? • Were External Audit reports considered by Council & appropriate actions taken? 	
Additional matters	<ul style="list-style-type: none"> • Has the Council complied with the Transparency Code and the 2015 Audit & Accounts Regulations by publishing relevant information on their website? • Has the Council published an up-to-date accessibility statement on their website? • Is the Council registered with the Information Commissioners Office? • Was an Annual Parish Assembly held? • Is the Council complying with General Data Protection Regulation requirements? 	