

Minutes of Kersey Parish Council ordinary meeting held on Monday 7 March 2022 at Kersey Village Hall at 7.30pm

Present: John Hume (Chair), Penny Calnan, Philippa Harris and Esme Chapman (for part of the meeting)

In attendance: Sarah Partridge (Clerk). 4 members of the public and Leigh Jamieson (BDC) attended for part of the meeting.

26/22 Apologies – Apologies were received and accepted from Andrew Rogers (work commitments), Kevin Pratt (work commitments). Apologies were received from Dave Finch and Robert Lindsay.

27/22 Co-option to fill the vacancy for one Parish Councillor

An expression of interest in the Parish Councillor vacancy had been made by Esme Chapman. Esme spoke to introduce herself and why she wished to become a Parish Councillor. Following a vote Esme was co-opted onto the Parish Council, she signed an acceptance of office. Due to a prior commitment Esme gave her apologies and left the meeting.

28/22 Accept Members' Declarations of Interest – None

29/22 Consider any Dispensation requests for Pecuniary Interests received from Councillors – None received

In a change to the agenda order, planning was brought forward.

One member of the public joined the meeting.

30/22 Planning applications

Planning applications to consider

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

Proposal: Householder Application - Erection of garden home office.

The applicants were present and briefly outlined their proposed garden home office which would be located in the lower rear garden with a hedge surrounding it. They needed a home office space for their older children to use for higher educational study and for their own office work. It would have an electrical supply but no water or other services. A member of the public spoke in objection to the application, this proposed office would be directly behind their property and visible to them. They did not believe it was in the built-up area boundary and it would be detrimental to the Conservation Area of Kersey. Councillors discussed the proposals. There were several concerns raised. After consideration it was unanimously resolved to object to this application due to concerns about the potential that this could lead to future conversion to a residential property. There were also concerns about the size and location of the office building and the impact this would have on neighbouring properties and the impact on the Conservation Area. If Babergh, as the planning authority, was minded to approve this application the Parish Council would like to see a condition restricting all use as ancillary to the main dwelling.

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DC/22/00724 Sampsons Hall, Hall Road, Kersey, Suffolk IP7 6EL

Proposal: Householder Application - Construction of swimming pool and erection of associated plant room.

The applicant was present and briefly outlined the proposal. The pool is for family use and the small low level plant room will be hidden behind a wall so it does not impact on the listed house. There would be no external lighting for the pool area, other than underwater lights.

Councillors considered this proposal and unanimously resolved to fully support the application.

Three members of the public left the meeting.

Progress

DC/22/00007 St Marys Churchyard, Church Hill, Kersey, Suffolk

Proposal: Application for works to trees in a Conservation Area: Removal of two lower lateral branches on west aspect of 1no Fir to prevent damage to gravestones

Babergh confirmed they have no objections to this tree work, 4 February 2022.

DC/21/05945 Manor Farm, Kersey, Suffolk, IP7 6EP

Proposal: Planning Application - Change of use of agricultural land to residential and construction of a tennis court enclosed by 2.75m chainlink fencing including a gate.

Babergh granted permission 8 February 2022.

DC/21/06831 3 Church Hill, Kersey, Suffolk, IP7 6EE

Proposal: Householder Application - Erection of part two storey, part single storey rear extension (following demolition of existing single storey extension).

Babergh granted permission 16 February 2022. The officer reported that they had carried out a 45 degree test which showed the loss of light would not be significant as a result of this development and the proposal would not, therefore, result in significant harm to existing neighbouring amenity in this regard.

31/22 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.

a. Suffolk County Councillor report – Robert Lindsay's report was briefly summarised.

b. Babergh District Councillor report - Leigh Jamieson gave his report and answered questions. He had been updated today that the CIFCO investment had been able to make full debt repayments this year.

A concern was raised by Parish Councillors about the Babergh empty homes funding. Many empty homes in the area are owned by landlords who own several properties. It was felt that this was potentially funding landlords who were able to renovate their properties but were just not choosing to do so. Leigh will raise this concern with the Babergh housing team.

The Chair thanked Leigh for attending the meeting and providing his reports and support.

One member of the public left the meeting

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

32/22 Minutes of the previous meeting

The minutes of the meeting held on 31 January 2022 were confirmed as being correct and signed.

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33/22 Clerk's Report

Eleventh Hour Films and Screen Suffolk kindly put on a screening of the first two episodes of Magpie Murders for residents on Friday evening in the Church. It was an excellent evening and well attended by nearly 100 residents.

34/22 Correspondence

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

The Boundary Commission for England (BCE) is holding a secondary consultation from 22 February to 4 April on its proposals for new parliamentary constituencies as part of the 2023 Boundary Review. BCE is required by parliament to undertake an independent and impartial review of all constituencies in England, to rebalance the number of electors in each constituency. Residents and communities can respond to the consultation. The South Suffolk constituency would have minor changes to the far west boundary. For more information go to www.bcereviews.org.uk/

Boxford Neighbourhood Plan Consultation – The Parish Council is a statutory consultee. Written representations are invited on whether or not this plan meets the basic conditions against which it will be examined. It was agreed that this neighbourhood plan meets the basic conditions. The Clerk will respond.

Leigh Jamieson gave his apologies and left the meeting.

35/22 Finance

- a) A copy of the accounts to date and a financial statement, showing bank balances, receipts and payments for approval had been circulated to Councillors before the meeting; these are appended to the minutes. All payments were approved.
- b) The National Joint Council for Local Government Services (NJC) had finally agreed on the new rates of pay applicable from 1 April 2021. The Clerk's pay is calculated using these NJC scales, SCP 20 increases from £13.51 to £13.75 per hour. The Parish Council resolved to make this increase with immediate effect and backdate the payments to 1 April 2021. The Council also resolved to pay the Clerk for her holiday pay. There is provision for this in the budget.
- c) The Council reviewed actual spending against budget, the Council should be within budget at the end of the financial year.
- d) Kevin Pratt had reported to all Councillors that he had seen a copy of the bank statement, receipts and payments and bank reconciliation. He had confirmed that this has been completed correctly.
- e) The Reserves Policy was reviewed, it had been updated to remove reference to the Millennium Book fund, which has now been closed. There were no other amendments. This policy was approved.
- f) The Clerk confirmed the level of fidelity guarantee insurance cover of £50,000. This is more than adequate to cover bank balances and the first instalment of the precept.

36/22 Footpath Working Group

No report

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37/22 KCPC Working Group

Jonathan Marsh had very little to report. The mowing rota will be started when the grass begins to grow more. A maintenance day will be organised soon.

38/22 Jubilee Working Group report and budget approval

The Chair updated the Council on the plans for the Jubilee Street Party, which will be held on Sunday 5 June, in line with national celebrations. The Suffolk Concert Band and the Boudicca Border Morris dancers will provide entertainment for the afternoon. The working group wish to put on a sustainable and environmentally friendly community event which is free to all residents. Food will be provided but residents will need to bring their own plates, cutlery and glasses. Drinks can be purchased from The Bell or residents can bring their own. An invitation will be issued to all residents in April. Together with the invitation will be a packet of British wildflower seeds which it is hoped residents will sow to re-wild an area in their garden to provide a welcome food source for insects and boost our biodiversity. A street closure application will be submitted this month. The working group will have further meetings to plan and organise the community celebrations. Help on the day will be appreciated from all residents. The draft budget was reviewed and approved. It was noted that grant applications have been submitted. The Parish Council resolved to contribute up to £1,750 towards the event. This money had come from filming donations. Budget document appended.

39/22 Review effectiveness of internal audit and internal control systems

All Councillors had a copy of the Parish Council internal control systems which it was confirmed are suitable to ensure the Council's money and assets are properly managed and protected from misappropriation. The Council reviewed the effectiveness of their internal audit, which was found to be effective and suitable for Kersey Parish Council. A document recording the evidence is appended. The internal auditor had also reviewed the internal control systems and has confirmed she believes them to be appropriate. The Parish Council resolved to continue to use Natalie Blyth as internal auditor.

40/22 Review Risk Management Policy, Business Risk Register and risk assessments

All Councillors had a copy of the risk management policy, business risk register and risk assessments. These had been reviewed. The only updates were in the light of the latest COVID-19 government guidance. No risk related problems had occurred during the year and it was agreed the assessments covered all the identified risks. All documents were approved and adopted. All risk assessments are appended to the minutes.

41/22 Consider the results of the street lighting consultation and upgrading to LED units

The Parish Council had received 27 responses to the recent street lighting consultation which had been delivered to all 174 households in Kersey. There was wide support for conversion to LED units and part night lighting, as is already in operation. The feedback regarding the removal of any lights was inconsistent. After some discussion it was resolved to keep all the existing street lights and have them all converted to LED units. The total cost of conversion, including bringing all the lights up to date with the required safety standards is £2,450.20 plus VAT. There are funds in the fixed asset reserve to cover this cost. The payback will be between 10 and 20 years depending on energy prices. There are two

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poles directly next to each other at The Splash. During the conversion the Parish Council will be working with the relevant owners to ensure the new LED unit at The Splash is fitted to the newer pole so that BT can remove their old pole.

42/22 Update on progress with communications to help reduce nuisance parking

Draft letters from the Parish Council to residents and holiday let owners had been circulated to all Councillors for comments. It was agreed to slightly amend the letters to clarify a point. The letters will be produced by The Clerk and then distributed by Councillors to all residents. Letters to holiday let owners will be delivered to their home address. The Clerk had written to the Church and School asking for their support in encouraging their users to park in their car park or to park considerately in the village. They were also asked about the opportunity for public use of their car park.

43/22 Consider whether the Parish Council should support a resident's proposal to get electricity power cables undergrounded in Kersey

The Parish Council would support the undergrounding of electricity power cables in Kersey. However, this would be something that property owners would need to arrange and finance themselves.

44/22 Consider the proposal to replace the 'Kersey 30 mph' village signs with village gateway signs

The Parish Council did not support the proposal for village gateway signs in replacement of the existing Kersey 30 mph signs. It was felt that this would give a rather urban feel to the area and was not in keeping with the Kersey countryside.

45/22 Consider the proposal to investigate boosting the mobile phone coverage near The splash

There is a lack of mobile phone signal in the low area near The Splash. There are also issues with a lack of mobile phone signal in other areas of Kersey including Wickerstreet Green. This is becoming more of a problem to residents due to the rise in two stage authentication when accessing online accounts which requires access to a code which is received via mobile phone. It is also a problem during power outages when the new digital landline telephone service also fails. It was thought that a booster at the Church may be helpful as this is a high vantage point. However, it is a grade one listed building so care will be needed when considering the type and location of a booster. It was resolved to write to Ofcom.

46/22 Agree content for the newsletter article 'Pride in our Parish'

It was agreed to write an item to thank all members of the Parish who supported neighbours and friends during the recent storms and power outages. This care and kindness really is much appreciated and what helps to make the Kersey community so special.

47/22 Training

SALC continues to offer online training as published on their website and circulated to Councillors.

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48/22 Forthcoming meetings

- a. Police and Parish Forum 23 March 7.30pm Hadleigh Town Hall
- b. SALC Babergh Area Forum 8 March 7pm via zoom Kevin Pratt to attend

49/22 Any other business – Councillors’ opportunity to bring matters to the Council’s attention

The Village Hall Committee have offered the use of the hall for free for fundraising activities for Ukraine. A soup lunch is planned with money going to the Red Cross fund.

A concern was raised again about speeding in Wickerstreet Green and other areas of the Parish. This will be included on the agenda for the next meeting.

The next scheduled Parish Council meeting will be on Monday 11 April to immediately follow the Annual Parish Assembly which will start at 7.30pm in Kersey Village Hall.

There being no further business the meeting closed at 9.18 pm.

Appended to these minutes are 23 pages:

- Suffolk County Council report from Robert Lindsay
- Babergh District Council report from Leigh Jamieson (2 pages)
- Kersey Parish Council receipts and payments (2 pages)
- Kersey Parish Council finance sheet for 7 March 2022
- Kersey Parish Council budget comparison for 2021/2022
- Jubilee working group budget
- Review of effectiveness of internal audit
- Business risk register and risk assessments (14 Pages)

Signed

Date

Report for Kersey PC by county councillor Robert Lindsay 7.3.22

Kersey school direction sign

After something of a lengthy battle I'm pleased to say that Highways have agreed to liaise with me over putting up a Kersey School sign on the junction of Mill Lane with the A1140. Funding will come from my locality budget and possibly those of neighbouring councillors.

Flashing speed sign on Wickerstreet Green?

I was asked about this. There is a set of criteria you have to meet to have one installed, and the county council do not fund it. The key thing is finding a site that gives drivers 100m visibility minimum and that nearby residents give their OK to. You can basically buy your own sign, costs between £2k and £4k plus another £500 or so for paying the council to install a post. You need a power source too. I have contributed to costs of these signs in other villages and am happy to here if the PC can find a site.

Bus Recovery Grant for Covid set to end

Having seen reports that the government is about to axe its Bus Recovery Grant, I have asked the council how it will affect buses in Suffolk. The grants have been allowing the county council to keep subsidy going to those rural buses that they haven't already withdrawn subsidy from. The scheme (to compensate operators for loss of passengers due to Covid restrictions) was due to expire on 1st April. The government has recently agreed new one off payments that will bring the subsidy up to the summer holidays. Hadleigh Community Transport is one of the operators that has been benefiting. You will recall my last report mentioned that Government funding for "Bus Back Better" was being halved.

Full Council Budget Meeting

County Councillors met on the 17th of February to debate and vote on the Council's budget for 2022-23. My political group highlighted the need to invest more in adult social care, as well as an innovative project to reduce the energy bills of those most vulnerable, considering the current energy and cost of living crisis. Both ideas were rejected by the Conservatives, but our Group will continue to champion more investment into our social care and green technology. For more information on Suffolk GLI's Budget amendment, visit:

[https://committeeminutes.suffolk.gov.uk/DocSetPage.aspx?MeetingTitle=\(17-02-2022\),%20County%20Council](https://committeeminutes.suffolk.gov.uk/DocSetPage.aspx?MeetingTitle=(17-02-2022),%20County%20Council)

Warmer Homes Suffolk

Suffolk residents who are struggling to keep their homes warm can contact a new project, named 'Warm Homes Suffolk', which offers funding and free advice. The project can offer expert advice on reducing energy bills, energy usage and identify benefits that residents may be entitled to, to help keep their homes warm. Visit: www.warmhomessuffolk.org

District Council Report March 2022

Budget Review

At February's Full Council meeting, councillors agreed to increase Babergh's element of residents' council tax by 2% - meaning an extra £3.48 per year, for an average Band D household.

Councillors also agreed to freeze sheltered housing charges and garage rents at 2021/22 levels, but council tenants will see an increase of 4.1% to their rents, to cover inflation and allow investment in improving the quality of council homes.

The increase, in line with Government guidance, means average weekly social rent will increase by £3.72 from £91.78 to £95.50. For affordable housing, weekly rents will increase by £5.23 from £127.42 to £132.65.

Eight councillors voted against the increase in Council Tax, including myself, as it was felt that with the current cost of living increases this was the wrong time. Particularly as the increase could have been avoided this year.

Council Tax Rebate

The Government will provide funding for councils to give all households in England whose primary residence is valued in council tax bands A to D a one-off 'council tax energy rebate' payment of £150. This payment will operate outside of the council tax system (it will be a payment rather than a reduction in your council tax bill), using council tax lists to identify eligible households.

Funding to support Rough Sleepers

Babergh and Mid Suffolk District Council have been awarded £324K to provide specialised emergency accommodation for rough sleepers and those at risk of homelessness. The funding will see the development of two new self-contained eco emergency accommodation units in Stowmarket and two self-contained units in Sudbury to house vulnerable adults at risk of living on the streets.

Council to down-size accommodation

Babergh Cabinet voted to reconfigure the workspace that they use at Endeavour house. This will allow them to give back a floor, saving approximately £338,000. Following on from changing work practices over the last two years it is clear that staff can change the way they work with more home working. The change will also allow the council to provide a more efficient workspace.

Empty homes funding

Owners of empty homes may be eligible to an Empty Homes Renovation Loan designed to help improve vacant properties across the districts which have been empty for over six months and in need of significant repairs.

Empty Homes Renovation Loans of up to £20,000 are interest free and can help to carry out a range of major repairs including installing a central heating system, electrical rewire or fixing a leaking roof.

Council pledges support to addressing violence against women and girls.

Babergh and Mid Suffolk District Councils have signed up to a new county-wide strategy outlining how Suffolk will address violence against women and girls.

The strategy has been prepared collaboratively by the Safer Stronger Communities Board (SSCB) – consisting of representatives from Suffolk County Council, district and borough councils, the police, Suffolk's Police & Crime Commissioner, community safety partnerships, health and probation services, the Norfolk & Suffolk Criminal Justice Board and Suffolk Safeguarding Partnership.

At the last Parish Council meeting a Kersey Parish Councillor asked questions about the Babergh Mid Suffolk property investment company CIFCO. See below information about CIFCO.

CIFCO

CIFCO Capital LTD was established in June 2017 by Babergh and Mid-Suffolk District Councils with the sole purpose of investing in commercial property to generate a stable source of regular income. This income is spent on providing services within each local authority area. The two councils have netted (after interest payments) £5.5 million in payments from Cifco so far in the four years it has been in operation.

CIFCO is funded by loans from BMSDC which are taken out from the Public Work Loans Board (PWLB). CIFCO earns rental income from its commercial property portfolio and uses this to pay interest and capital on its loans. These loan payments are a source of income for each Council, after deducting their own cost of funds.

CIFCO has a council-approved investment strategy designed to build a well-diversified commercial property portfolio that will generate stable income from a broad range of tenants in a range of business sectors. This diversity in geography, tenants and properties is critical to minimising the risk inherent in relying on a commercial property portfolio for income. The portfolio is well-spread geographically, with 41% of assets in the eastern region. 45% of assets are in the industrial sector, 31% offices, 11% alternatives, 8% high street retail and 5% retail warehouse

CIFCO is managed by a board of directors and engages advisers for key services. The board is composed of two councillor directors (one from each council, currently Elizabeth Malvisi from Babergh and Richard Meyer from Mid Suffolk), the Assistant Director of Assets and Investments for BMSDC, and three independent non-executive directors with significant commercial expertise. One of the non-executive directors is also appointed as chairman of the board.

CIFCO has a robust corporate governance structure, bringing in outside expertise to advise and act in CIFCO's best interests and having an investment strategy with well diversified portfolio targets.

CIFCO was initially provided with £50 million of capital to invest. As a result of the performance of CIFCO, both Councils approved a further tranche of £50 million in capital for CIFCO.

Since the second tranche of investment the government have reformed the rules on borrowing from the PWLB to prevent councils from investing in commercial properties in this way.

In the year to May 2021, Cifco made an annual loss of £4.4m, £2m of which is the cost of acquiring properties with the rest is a write down of their value.

During 2020/21 CIFCO has been able to maintain full debt repayment to the Councils, however this is not expected to be the case for the next 3 years as the fund continues to recover from the impacts of the pandemic. It is proposed that debt repayments are deferred for 13% of the portfolio during 21/22, 11% in 22/23, and 6% in 2023/24. All deferred repayments will be accrued in the Councils' accounts and additional interest will be payable to the Councils in relation to these delayed repayments. The council says the remaining repayments are still comfortably enough to allow it to pay back the interest on the Public Works Loan Board loans it has taken out.

KERSEY PARISH COUNCIL
1 April 2021 - 31 March 2022

Printed on 02/03/2022

RECEIPTS

Date	Credit ref	Detail	Precept	Footpath	KCPC	Other Receipts	VAT	Total Receipts	Sub total
1-Apr-21		Balance brought forward		£ 3,271.96	£ 4,776.94	£ 12,270.35		£ 20,319.25	
12-Apr-21	Direct C	Babergh 50% Precept	£ 4,766.50					£ 4,766.50	
12-Apr-21	Direct C	Babergh council tax support grant				£ 164.00		£ 164.00	£ 25,249.75
21-May-21	Direct C	Screen Suffolk - filming donation				£ 1,500.00		£ 1,500.00	£ 26,749.75
7-Jun-21	bank	Bank interest 8 Mar-6 Jun				£ 0.56		£ 0.56	£ 26,750.31
27-Aug-21	Direct C	HMRC VAT refund					£ 122.69	£ 122.69	£ 26,873.00
1-Sep-21	Direct C	SCC - Footpath mowing		£ 376.24				£ 376.24	
6-Sep-21	bank	Bank interest 7 Jun - 5 Sept				£ 0.42		£ 0.42	
13-Sep-21	Direct C	Babergh 50% Precept	£ 4,766.50					£ 4,766.50	£ 32,016.16
4-Oct-21	Direct C	Babergh Capital Grant - KCPC			£ 2,293.33			£ 2,293.33	£ 34,309.49
9-Nov-21	Direct C	Screen Suffolk - filming donation				£ 250.00		£ 250.00	£ 34,559.49
6-Dec-21	bank	Bank interest 6 Sept-5 Dec				£ 0.50		£ 0.50	
16-Dec-21	100113	Transfer from Millennium book fund for KCPC			£ 2,874.77			£ 2,874.77	£ 37,434.76
6-Jan-22	Direct C	SCC - Footpath mowing		£ 376.24				£ 376.24	£ 37,811.00
			£ 9,533.00	£ 4,024.44	£ 9,945.04	£ 14,185.83	£ 122.69	£ 37,811.00	

Total income (less VAT repayment and balances brought forward) £ 17,369.06

KERSEY PARISH COUNCIL
1 April 2021 - 31 March 2022

Printed on 02/03/2022

PAYMENTS

Date	Cheque No	Detail	General Admin	Clerk's Salary & Staff Costs	Training/ external meetings	Street Lighting	Footpath	KCPC	S137	Other Payments	VAT	Total Payments	Sub total
14-Apr-21	101269	c SALC - Annual subs	£ 188.56									£ 188.56	
14-Apr-21	101270	c Suffolk.cloud - website hosting	£ 110.00									£ 110.00	
14-Apr-21	101271	c Online playgrounds - KCPC proj						£ 330.80			£ 66.16	£ 396.96	£ 695.52
24-May-21	101272	c WJ Green - FP mower					£ 28.33				£ 5.67	£ 34.00	£ 729.52
9-Jun-21	101273	c M Banks - KCPC project						£ 321.00				£ 321.00	
9-Jun-21	101274	c Redlynch Leisure - KCPC proj						£ 5,952.00			£ 1,190.40	£ 7,142.40	£ 8,192.92
5-Jul-21	101275	c MW Nice - KCPC						£ 121.21			£ 24.24	£ 145.45	
5-Jul-21	101276	c WJ Green - FP mower					£ 59.22				£ 11.84	£ 71.06	
5-Jul-21	101277	c S Partridge - Clerk's salary		£ 1,286.83								£ 1,286.83	
5-Jul-21	101278	c S Partridge - home working	£ 52.00									£ 52.00	
5-Jul-21	101279	c S Partridge - Clerk's exp	£ 47.38								£ 7.48	£ 54.86	£ 9,803.12
2-Aug-21	101280	c WJ Green - FP mower					£ 28.33				£ 5.67	£ 34.00	
2-Aug-21	101281	c M Banks - KCPC project						£ 210.00				£ 210.00	
2-Aug-21	101282	c S Partridge - KCPC project						£ 23.33			£ 4.67	£ 28.00	
2-Aug-21	101283	c Fenland Leisure - KCPC proj						£ 100.00			£ 20.00	£ 120.00	£ 10,195.12
6-Sep-21	101284	c WJ Green - FP mower					£ 43.74				£ 8.75	£ 52.49	
6-Sep-21	101285	c Business Services at CAS								£ 294.28		£ 294.28	
6-Sep-21	101286	c Kersey Village Hall - hire	£ 15.00									£ 15.00	
6-Sep-21	101287	c S Partridge - Clerk's salary		£ 1,286.83								£ 1,286.83	
6-Sep-21	101288	c S Partridge - home working	£ 52.00									£ 52.00	
6-Sep-21	101289	c S Partridge - Clerk's exp	£ 7.92									£ 7.92	
20-Sep-21	DD	c ICO - data protection fee	£ 35.00									£ 35.00	£ 11,938.64
15-Nov-21	101290	c Community Heartbeat Trust								£ 126.00	£ 25.20	£ 151.20	
15-Nov-21	101291	c St Mary's PCC								£ 460.00		£ 460.00	
15-Nov-21	101292	c Playsafety Ltd - RoSPA insp								£ 89.50	£ 17.90	£ 107.40	£ 12,657.24
31-Jan-22	101293	S Partridge - Clerk's salary		£ 1,286.83								£ 1,286.83	
31-Jan-22	101294	S Partridge - home working	£ 52.00									£ 52.00	
31-Jan-22	101295	S Partridge - Clerk's exp	£ 17.49								£ 3.30	£ 20.79	£ 14,016.86
												£ -	
												£ -	
			£ 577.35	£ 3,860.49	£ -	£ -	£ 159.62	£ 7,058.34	£ -	£ 969.78	£ 1,391.28	£ 14,016.86	

Net total (No VAT) £ 12,625.58

Kersey Parish Council Finance

Details for Parish Council Meeting on 7 March 2022

Bank Balances at 31 January 2022

Business Premium Account	£21,066.92
Current Account	£4,401.39
	<u>£25,468.31</u>

Transfers between Business Premium and Current account since the last report

None

Income received since the last report

06-Jan-22 SCC - Footpath mowing	£376.24
	<u>£376.24</u>

Payments made since the last report

<u>Date</u>	<u>Chq no.</u>	
	None	
		<u>£0.00</u>

Payments Due

<u>Chq no.</u>		
101296	S Partridge - Clerk's salary	£1,286.83
101297	S Partridge - Clerk's home working exp	£52.00
101298	S Partridge - Clerk's expenses	£20.79
101299	J Hume - Jubilee bunting	£94.80
101300	N Blyth - Jubilee gifts for all households in Kersey	£85.23
101301	Kersey Village Hall - hire	£54.00
		<u>£1,593.65</u>

Expenditure Agreed

Prepared by the Clerk for Kersey Parish Council

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

Parish Council spending	Budget/ Precept 2021/2022	Actual to 28 Feb 22	Estimated balance to 31 March 2022	Estimated total to 31 March 2022	Budget/ Precept year ending March 2023	Notes:
Post/tel/stationery/copier cartridge	£130.00	£60.81	£22.89	£83.70	£135.00	
Clerk's working from home exp	£208.00	£156.00	£52.00	£208.00	£208.00	£4/week
Hall Hire:Parish Council	£100.00	£16.98	£54.00	£70.98	£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	£10.00	£12.00	
SALC subscription	£190.00	£188.56	£0.00	£188.56	£190.00	SALC 0% NALC 1% increase for 22/23
External audit	£0.00	£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	£35.00	£40.00	ICO reg currently £5 discount for DD payment
Website hosting	£110.00	£110.00	£0.00	£110.00	£110.00	Suffolk.cloud inc £10 fee for security certificate
Sub total for Admin	£788.00	£577.35	£128.89	£706.24	£815.00	
Clerk's salary & staff costs	£6,230.00	£3,860.49	£1,900.00	£5,760.49	£6,330.00	Scale SCP20 £13.51/hr. Inc element for additional hours over contract
Training/external meetings	£250.00		£250.00	£250.00	£250.00	SALC whole Council 2hrs £220, Cllr £110, others approx £50 mileage £100
Street lighting	£300.00		£300.00	£300.00	£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	£294.28	£300.00	Oct 20 new 3 year Long term agreement with CAS
Glebe insurance	£50.00		£50.00	£50.00	£55.00	
Hedge cut - The Glebe	£80.00		£80.00	£80.00	£85.00	
Playground safety inspection	£90.00	£89.50	£0.00	£89.50	£93.00	
St Mary's PCC	£460.00	£460.00	£0.00	£460.00	£460.00	split: £265 Churchyd £150 Nletter £45 Clock (last increased Nov 2020)
Defibrillator & Village Emergency Tel	£215.00	£126.00	£0.00	£126.00	£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	BDC subsidised service £44/dog bin
Chairman's allowance	£0.00		£0.00	£0.00	£0.00	
Election costs	£165.00		£165.00	£165.00	£165.00	Routine 4 yearly elections, next due May 2023 (Full election costs £1,163)
Church Walk future maintenance	£130.00		£130.00	£130.00	£130.00	
Footpath map printing reserve	£75.00		£75.00	£75.00	£75.00	Build up reserve for reprint £75/year (approx 1,000 maps/yr)
Mowing The Glebe	£100.00		£100.00	£100.00	£100.00	
Contingencies	£300.00		£300.00	£300.00	£467.00	Increased to keep band D precept the same as last year
Precept	£9,533.00	£5,407.62	£3,478.89	£8,886.51	£10,080.00	Precept for 22/23 £10,080 Approved on 31 Jan 22 Min ref 20/22
						22/23 Tax base 189.02 = £53.32 for band D property 0 % increase
Agreed spending from reserves	£100.00		£0.00	£0.00	£100.00	Defibrillator costs funded from Defib and VETS reserve
	£9,633.00	£5,407.62	£3,478.89	£8,886.51	£10,180.00	Total Budget
Footpath spending	£447.50	£159.62				
KCPC spending	£9,067.00	£7,058.34				
Total actual net spend		£12,625.58				
Other Income	Estimate	Actual	Estimated other income			
BDC council tax support grant		£164.00				
Bank interest		£1.48			£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	£11,448.48				
Footpath Income	£729.18	£752.48				
KCPC income	£1,000.00	£5,168.10				
Total actual Income		£17,369.06				
					Estimated	
Reserves (Cash at Bank)	At 1.4.21	Spent	Added from budget	At 31.3.22		
Footpath Working Group	£3,271.96			£3,864.00		Precept for 21/22 £9,533.00 Approved 18 Jan 21 Min ref 16/21
KCPC Working Group (Ring fenced)	£4,776.94			£2,886.00		21/22 Tax base 178.78 = £53.32 for band D property 11.36% increase (an increase of 45p/month)
Audit reserve	£200.00			£200.00		
Training reserve	£449.19			£449.19		Precept for 2020/21 £8,716.00 Approved on 16 Dec 2019 Min ref 206/19
Defib and VETS reserve	£836.06			£836.06		20/21 Tax base 182.02 = £47.88 for a band D property, 6.8% increase.
Election expenses reserve	£319.71			£484.71		
Church Walk maintenance reserve	£1,950.00			£2,090.00		Precept for 2019/20 £7,990 Approved 28 Jan 2019 Min ref 24/19
Footpath map printing reserve	£358.50			£433.50		19/20 Tax base 178.23 = £44.83 for a band D property.
Fixed asset reserve	£2,957.53			£2,957.53		
General Parish Council reserve	£5,199.36			£5,199.36		
	£20,319.25					
Millennium Book Fund account	£2,871.84			£0.00		Account closed Dec 2021 £2874.77 transferred to KCPC for playground improvement project Min 156/21

VAT not included in budget figures
The Parish Council can reclaim most VAT
VAT Repayment 2021/22 £122.69

Kersey Parish Council Jubilee Working Group Budget as at 7 March 22

Street Party Sunday 5 June 2022

Sustainable and environmentally friendly event, free for residents

Tables and chairs from the village hall - 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

Invitations to be delivered with the seeds in April.

Expenses

	Net	VAT	Total
Gift for every Kersey household and Kersey School			
British Wildflower meadow seeds	£43.08	£8.62	£51.70 VAT invoice
Self inking decorative stamp for envelopes	£18.29	£3.66	£21.95 VAT invoice
Seed envelopes	£9.65	£1.93	£11.58 VAT invoice

Bunting - commonwealth & union jack	£79.00	£15.80	£94.80 VAT invoice
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Food - estimate 200 people

Indian starters - samosa, bhaji etc ?

Hog Roast - inc bun, stuffing, crackling, apple sauce, napkin

The Catering Experience, Norfolk www.thecateringexperience.co.uk

Total price for 100 people £625 £1,250.00

Deposit £125 asap

Balance payment by 21 May

need 2 tables and cover

Check options for vegetarians

Salads - choice of 2 £3.50/person if purchased from hog roast co ?

Local residents have offered to help by making and donating salads

Local Strawberries £130.00

Cream £20.00

Entertainment

Suffolk Concert Band (30 players) £300.00

Play for 2hrs in 2 sets with a break

need chairs, cover and cup of tea

Morris Dancers £200.00

no payment but food and drink for 30 dancers/musicians

Total budgeted expenses includes food for

200 people £2,080.03

Grant funding applied for

Arts Council Funding via Suffolk Community Foundation £500.00

Band £300 & Morris Dancers refreshments £200

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

National Lottery Funding ?

The Parish Council resolved to contribute up to £1,750.00 from the donations for filming in the village in 2021

Donations - it is hoped residents will make donations

A resident has kindly offered to underwrite the food costs.

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

DRAFT Review of effectiveness of Internal Audit for Kersey Parish Council March 2022

Expected Standard	Evidence of Achievement	Yes or No	Additional comments or action to be taken
Scope of internal audit	<p>Terms of reference were (re)approved by full Council (give date).</p> <p>Scope of audit work takes into account both the council's risk assessment and wider internal control arrangements.</p> <p>Internal audit work covers the council's anti-fraud and corruption arrangements.</p> <p>Is the Council satisfied with what the internal audit work covers?</p> <p>Is any additional internal audit work required?</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p>	4 May 2021 Minute ref 65/21
Independence	<p>Internal Auditor has direct access to those charged with governance.</p> <p>Reports are made in own name to the council.</p> <p>Does the Internal Auditor have any other role within the council?</p>	<p>Yes</p> <p>Yes</p> <p>No</p>	Reports received 26 April 21 min ref 66/21 and 15 Nov 21 min ref 157/21. Reports tabled at Council meetings.
Competence	<p>Is the internal audit work carried out ethically, with integrity, objectivity and a good understanding of local council legislation and procedures?</p>	<p>Yes</p>	
Relationships	<p>Clerk/RFO and Internal audit are consulted on the internal audit plan and on the scope of each audit. (Evidence is on audit files).</p> <p>The responsibilities for Clerk/RFO and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (see risk assessments, job descriptions, terms of reference, Standing Orders and Financial Regulations).</p> <p>The responsibilities of council members for financial management are understood; training of members is carried out as necessary. (See Councillor training record).</p> <p><i>Note: It is the 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.</i></p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Correspondence 24 April 21, 19 May 21 and 2 March 22
Audit Planning and reporting	<p>Does the internal audit plan take account of all the risks facing the council?</p> <p>The Internal Audit Plan has been approved by the council (give date).</p> <p>Internal Audit has reported in accordance with the plan (give date).</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	4 May 2021 Minute ref 65/21 As above (26/4/21, & 15/11/21)

Reviewed and adopted on: 7 March 2022 Minute reference: 39/22

Kersey Parish Council Business Risk Register

Topic	Risk Identified	Impact	Likelihood	Risk Rating	Management of Risk	Action
Precept	Not submitted	Severe	Unlikely	Medium	Full Minute – Clerk follow up	Agenda reminder in November and January
	Not paid by District Council	Severe	Unlikely	Medium	Confirm receipt	Check bank statements, report receipt to meeting
	Adequacy of precept	Moderate	Unlikely	Low	Consider all PC expenses when setting the budget and regular review of budget/actual	Agenda reminder (March, July, Sept & Nov)
Other Income	Cash handling	Moderate	Unlikely	Low	Cash handling is avoided, but where necessary appropriate controls are in place - Two people present when counting cash and a bank paying in slip completed. Cash carried discretely. Appropriate fidelity guarantee insurance cover in place	Fidelity guarantee insurance cover, agenda reminder in March
	Cash banking	Moderate	Unlikely	Low	Check bank statements. Complete regular bank reconciliations. Cash banked promptly. Cash carried to bank discretely	Councillor to verify & sign bank reconciliations at least quarterly. Councillors review cashbook at least quarterly
Grants received	Claims procedure	Negligible	Unlikely	Low	Clerk check as required	Diary reminder
	Non receipt of grant when due	Moderate	Unlikely	Low	Clerk check as required	Diary reminder
Bank Deposits	Surplus funds	Negligible	Unlikely	Low	Review levels	Bank balances reported to ordinary meetings for all Councillors to review
Salaries	Wrong salary/ hours/rate paid	Negligible	Unlikely	Low	Check salary to minute, check hours and rate to contract, annual appraisal and up-to-date pay scales from SALC	Councillor to verify
	Employment status challenged	Negligible	Unlikely	Low	Verify correct action via the HMRC website and record information on payslip.	Clerk to check HMRC website in April
Direct Costs and overhead expenses	Goods not supplied to Council	Negligible	Unlikely	Low	Follow up on all orders	Approval check
	Invoice incorrectly calculated or recorded	Negligible	Unlikely	Low	Check arithmetic on invoices and perform regular bank reconciliations	Councillor to verify
	Cheque payable is excessive or to wrong party	Negligible	Unlikely	Low	Cheque signatories sign invoice, cheque and stub	Approval check

Kersey Parish Council Business Risk Register

Topic	Risk Identified	Impact	Likelihood	Risk Rating	Management of Risk	Action
Grants & support distributed	No power to pay or no evidence of agreement of Council to pay	Moderate	Unlikely	Low	Minute council agreement with the power used to authorise payment	Councillor to verify
	Conditions agreed	Negligible	Unlikely	Low	Agree and document any reasonable conditions	Clerk to check
Election Costs	Invoice at agreed rate	Negligible	Unlikely	Low	Clerk check and consider budget	Clerk to verify
VAT	VAT analysis	Negligible	Possible	Low	All items in cash book list	Clerk to verify
	Charged on purchases	Negligible	Unlikely	Low	Consider all items & check supplier UK VAT number is on invoice	Clerk to verify
	Claimed within time limits	Negligible	Possible	Low	Reclaim VAT annually after the end of the financial year	Clerk to confirm once VAT reclaim received
Reserves – General	Adequacy	Moderate	Unlikely	Low	Consider at budget setting meeting in November, confirm at year end. Should have between 6-12 months gross expenditure.	Clerk to check and report at year end.
Reserves - Earmarked	Adequacy	Moderate	Unlikely	Low	Consider at budget setting meeting and on review of final year end accounts	Clerk to check and report at year end.
Assets	Theft, loss, damage etc	Moderate	Possible	Medium	Annual inspection, review & update insurance & asset register annually. Assets insured with appropriate values. Moveable assets stored securely.	Agenda reminder to review annually in July
	Risk or damage to third party property or individuals	Severe	Possible	High	Review adequacy of Public Liability Insurance	Agenda reminder to review annually in July
Staff	Loss of Clerk	Moderate	Possible	Medium	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate including annual appraisal. Have a contract and job description. For business continuity in the event of the Clerk leaving have a list of procedures/tasks	Councillor opinion, annual Clerk job appraisal in autumn. Procedures & annual tasks list (agenda templates) compiled
	Short term incapacitation of Clerk	Moderate	Possible	Medium	Make arrangements for appropriate cover. To ensure business continuity in the event of incapacitation of the Clerk have a list of procedures/tasks. Chair can access emails, documents, website and laptop.	Contact SALC when necessary. Procedures and tasks list compiled.
	Fraud by Clerk	Moderate	Unlikely	Low	Fidelity guarantee insurance cover value appropriate. Internal Control Systems in place	Council to review annually agenda reminder in March
Council mtgs	Loss of Chairperson	Moderate	Possible	Medium	Elect a vice chairperson	AGM agenda in May

Kersey Parish Council Business Risk Register

Topic	Risk Identified	Impact	Likelihood	Risk Rating	Management of Risk	Action
Council meetings	Village Hall not available for mtgs	Negligible	Unlikely	Low	Kersey School could be used for meetings and are aware of possible need, confirmed Apr 18	Contact school if/when necessary
Loss	Consequential loss due to critical damage or third-party performance	Moderate	Unlikely	Low	Review adequacy of insurance cover	Agenda reminder to review insurance in July
Legal Powers	Illegal activity or payment	Moderate	Possible	Medium	Educate Council as to their legal powers. Produce a list of powers with the budget	Clerk and Councillors to attend training.
Financial Records	Inadequate records	Moderate	Unlikely	Low	Clerk to complete and check financial records regularly and internal audit review and review by lead Councillor for finance.	Agenda reminder to complete internal audit in September and April after the year end accounts are complete
	Loss of records	Moderate	Unlikely	Low	Clerk to backup documents regularly and keep an electronic copy at a different location or in 'cloud storage'	Clerk to verify annually
Minutes	Accurate and legal	Moderate	Unlikely	Low	Review and sign at following meeting	Agenda
	Long term storage	Negligible	Unlikely	Low	Minute books/documents archived at Suffolk Records Office	Consider annually
All documents, records and electronic data	Loss of records due to fire, flood or computer failure affecting efficient running of the Parish Council or loss of privacy for Data subjects	Severe	Unlikely	Medium	Keep records/documents in filing cabinet/shelves/desk not on the floor. Review adequacy of insurance cover. Keep regular back-up of electronic data and keep a back-up off site or in 'cloud storage'. Ensure personal data is securely stored to protect privacy and comply with GDPR. Password protection used.	Agenda reminder to review insurance cover in July. Carry out annual data retention audit and delete as necessary. Remind Councillors to store data securely and delete securely.
Data Protection	Non-compliance with the General Data Protection Regulations including loss of personal data	Moderate	Possible	Medium	The Parish Council to comply with the GDPR legislation. Councillors trained to understand requirements. Regularly update the Data Audit taking necessary actions.	Clerk to report progress towards compliance to meetings. Clerk to organise Councillor training. Renew consent every 5 years.
The Transparency Code	Non-compliance with the Transparency Code	Moderate	Possible	Medium	The Clerk to upload the relevant information to the website after every meeting. Website to be reviewed at the end of the financial year to ensure relevant annual information is uploaded.	Clerk to update website after every meeting. Councillors to regularly check the website.

Kersey Parish Council Business Risk Register

Topic	Risk Identified	Impact	Likelihood	Risk Rating	Management of Risk	Action
Website accessibility	Website is not accessible to all users	Low	Low	Low	Review website accessibility and republish the accessibility statement annually.	Clerk to review website and statement and report progress to Sept meeting.
Members Interests	Conflict of interest	Moderate	Possible	Medium	Declarations of interest to be minuted, any conflict to be addressed as appropriate	Agenda & minutes
Volunteers and employees	Injury/ill health	Moderate	Possible	Medium	Ensure Employers Liability Insurance is in place. All volunteers are covered under the Parish Council insurance when they are acting under the instruction of the Parish Council and using Parish Council owned equipment. Risk assessments carried out for work to be done by volunteers and advice given as necessary. Make a list of volunteers and tasks allocated.	Agenda reminder to review insurance cover in July. Review risk assessments in March. Update volunteer registers.
Parish Council Reputation	Damage or loss of reputation by Clerk	Moderate	Unlikely	Low	The Parish Council employs a competent Clerk who attends regular on-going training as necessary.	Clerk to attend relevant training.
	Damage or loss of reputation by Councillors	Moderate	Possible	Medium	Parish Councillors are all expected to attend initial training and then to attend on-going training as necessary.	Clerk to ensure new Councillors are booked to attend initial training and all Councillors receive information about further training opportunities.
	Perceived lack of relevance within community	Moderate	Possible	Medium	Regular Parish Council reports in the Kersey Newsletter. Encourage attendance at Annual Parish Assembly.	Publicise Annual Parish Assembly widely.
COVID-19	Transmission of disease at meetings	Severe	Possible	Medium (Low if remote meetings are held)	Appropriate COVID-19 safety measures will be put in place for face to face meetings, a separate risk assessment will be completed. Government guidance will be followed. If legislation is in place to allow remote meetings, these will be considered if the disease risk increases.	Ensure legislation is in place to allow for remote meetings. Ensure risk assessment takes account of latest government guidance.
COVID-19	Transmission of disease by volunteers	Severe	Unlikely	Medium	Volunteers working for the PC during the pandemic are all advised to take necessary precautions, risk assessment carried out for each activity.	Ensure risk assessments are up to date, review when advice changes.
	Last reviewed by Kersey Parish Council on 7 March 2022				Minute Reference: 40/22	
	Updated February 2022					

Kersey Parish Council Risk Assessment for Litter Picking

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Action
Broken glass or sharp objects	Volunteer Cuts & serious injury	Medium	Volunteers to remove using the litter picker or shovel and brush. Avoid any contact with sharp objects by hand and if possible, wrap before bagging. Only remove sharp objects if safe to do so.	Ensure volunteers have a litter picker.
Drug related litter, hypodermic needles, unknown liquids in containers, asbestos	Volunteer Cuts, serious injury, illness or infection	Low	Volunteers should not move any of these hazardous items. Note the location and contact Babergh District Council public realm to request safe removal by trained staff. If there is ANY doubt about the safety of an item leave it and let Babergh know. In the event of a puncture wound from a syringe or needle: *Do not suck the wound. *Squeeze it to make it bleed. *Rinse and dress the wound. *Go to A & E immediately for medical attention (within 2 hours is possible).	Ensure volunteers have Babergh contact details: Public.realm@baberghmi.suffolk.gov.uk
Manual handling/ Heavy Items	Volunteer Muscle strain	Low	Only collect light weight items using a litter picker. Do not over fill bags. For heavy items note the location and report to public realm at Babergh for safe removal. The need for manual handling tasks kept to a minimum. Good manual handling techniques used when lifting and carrying – keep back straight, bend knees, keep object close and don't twist back.	
Dog faeces	Volunteer Ill health	Low	Wash contaminated equipment and hands as necessary.	Volunteers to wear gloves.
Vegetation and plants	Volunteer Infection, ill health, splinter, allergy, eye injury	Low	Use gloves and avoid reaching into hedges in such a way as to expose face, eyes, skin to scratches from thorns. If you can't reach an item safely, leave it. Be aware that blackthorn can cause wounds to go septic. Be aware of common poisonous plants such as giant hogweed and hemlock.	
Working near public highway or right of way	Volunteer/Public/ animals Injury/death due to collision	Low	Work facing on-coming traffic. Do not remove litter from a live carriageway. High visibility clothing worn. Work only carried out during daylight hours in good visibility. Be careful near dogs & livestock.	Volunteers to wear hi-visibility clothing.
Lone working	Volunteer	Low	Work with another person if possible. Take a mobile telephone with you. Tell someone where you are going & when you expect to return.	
Environment Uneven surface, extreme weather	Volunteer Slips, trips, falls Other injury	Low	Avoid working on steep slopes including ditches. If litter can't be safely reached with a litter picker, leave it. Don't step in long grass/vegetation where rabbit holes and obstacles are not visible. Work suspended in extreme weather conditions. Stop work in an electrical storm. Wear clothing appropriate for weather. Work only during daylight hours.	

Kersey Parish Council Risk Assessment for Litter Picking

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Action
Environmental risks Insects, ticks & snakes	Volunteers Stings and bites	Low	Do not disturb insect nests. Ticks can carry Lymes disease – cover exposed skin by wearing long sleeves and trousers. Check for ticks and remove carefully – seek medical advice. Be able to identify adders; keep away, seek medical advice in unlikely event of bite.	
Dead animals	Volunteer Contamination by rotting corpse	Low	Do not attempt to remove. Note the location and report to Babergh public realm for safe removal.	
Flood water	Volunteer	Low	Do not enter flood water	
Lack of awareness of risks	Volunteer	Low	Guidance given to all volunteers and a copy of the risk assessment shared with all. Under 18's to be accompanied by a parent or guardian. For group events keep a list of those volunteering and pass this register to the Clerk.	Volunteers to confirm receipt of the risk assessment. Attendance register filed.
COVID-19	Volunteer	Low	Government guidance to be followed regarding social distancing or other health protection measures which may be in place.	

Volunteers are advised to wear suitable footwear and clothing appropriate for the weather.

Volunteers to wear gloves (gardening or disposable) and a hi-visibility reflective waistcoat and use a litter picker.

Volunteers to observe personal hygiene after litter picking washing hands and if necessary, clothing.

Volunteers have a duty to themselves and the public to work safely. If there are ANY doubts about the safety of any material leave it and give the details of the item and its location to Babergh Public Realm Team public.realm@baberghmidsuffolk.gov.uk who will arrange safe removal.

Volunteers (aged 16 to 80) are covered by Parish Council insurance when they are acting under the instruction of the Parish Council using Parish Council owned equipment. Volunteers may use their own equipment, which is suitable for the task, but damage to their equipment will not be covered by the Parish Council insurance.

Risk Assessment carried out by: Sarah Partridge and John Hume

on: 2 March 2022

Review of Risk Assessment to be carried out annually.

Kersey Parish Council COVID-19 Risk Assessment for Parish Council Meetings

The Parish Council has identified that there is a risk of transmission of COVID-19 to all those attending Parish Council meetings. Parish Councillors, the Clerk, District and County Councillors and members of the public.

The Parish Council will regularly review the current Government guidance regarding COVID-19 and public gatherings. Currently there are no Government restrictions in place regarding COVID-19. Legislation allowing remote meetings expired on 7 May 2021 meaning that the Parish Council must now meet face-to-face to conduct business.

If transmission rates of COVID-19 increase and Government guidance and legislation allows then the Parish Council will consider meeting by remote means with public access to join remotely, because this is best way to prevent transmission of COVID-19 and is the risk-free way for the Parish Council to conduct business and ensure public engagement.

Kersey Village Hall management committee has carried out their own risk assessment which means the hall is available for hire and the Parish Council consider this a suitable venue for Parish Council meetings.

The impact of the transmission of COVID-19 has the potential to be severe. Some people are more badly affected and become seriously ill, are hospitalised or even die. Even with actions taken to mitigate the risks, as set out below, the risk rating for face-to-face meetings is still considered to be medium because we do not know the vaccination status or health vulnerabilities of attendees.

All attendees are encouraged to take a lateral flow COVID-19 test before a meeting to help further reduce the risk of transmission. These self-test kits are available from pharmacies.

Risks and actions to mitigate the risks follow on the next page.

Kersey Parish Council COVID-19 Risk Assessment for Parish Council Meetings

Risk Identified	Risk Rating	Actions to mitigate the risk	Notes
An attendee or a member of their household has symptoms of COVID-19	High	Reminder included in the notice of meeting stating if an attendee or anyone in their household has COVID-19 symptoms they must not attend the meeting. Symptoms include a new continuous cough, a high temperature, a loss of, or change in, your normal sense of taste or smell.	
Masks to prevent transmission not worn	Medium	All attendees are encouraged to wear a mask, particularly when moving around. Request to wear masks included in the notice of meeting.	
Social distancing of 2m not maintained	Medium	Ensure tables and chairs are well spaced, either seat people side by side or in a wide U shape. Encourage social distance particularly on entry and exit through pinch points.	
COVID-19 is transmitted via the air in the room	Medium	Open windows and doors to allow good ventilation.	
Sharing of documents and pens	Medium	Paper documents will not be issued. Attendees to bring all necessary documents and pens with them. Where it is necessary for Councillors/the Clerk to sign documents, they will use their own pen.	
Attendees touch shared surfaces	Medium	All attendees encouraged to use hand sanitiser when entering and leaving the meeting room and to wash their hands thoroughly when they return home after the meeting.	
Attendees must sign in to the meeting	Medium	All attendees must give their name and contact details to the Clerk who will retain them for 21 days in case there is a need to contact them because an attendee later tests positive for COVID-19 and informs the Parish Council they were likely infectious while at the meeting.	
More than the village hall maximum capacity arrives to attend the meeting	Medium	If many people attempt to attend the meeting the Parish Council will ensure an orderly queue is managed and only the maximum village hall capacity number of people enter the hall. (Main hall 100 people and committee room 10 people as at March 2022) Members of the public will be reminded they can contact the Clerk or Councillors before a meeting to submit questions, comments or concerns. It is not possible to provide a remote link to the meeting, it will only be held face-to-face at the hall.	
An attendee falls ill with COVID-19 symptoms	High	Follow village hall instructions as displayed in the village hall. Initially move the person to the isolation area in the toilets. All attendees to leave the building after being advised to observing the usual hand sanitising and social distancing precautions and to launder their clothes when they arrive home.	

Risk Assessment carried out by: Sarah Partridge

on: 5 March 2022

Review of risk assessment to be carried out as Government guidance is changed or updated.

Kersey Parish Council Risk Assessment for Mowing, Strimming and Hedge Trimming (using hand held tool)

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Action
Use of equipment Moving blades, Vibration, Noise, Hot engine, Sharp blades	Volunteer Cuts & serious injury Hearing damage Burns	Medium	All operatives to wear suitable protective clothing, ie stout or steel toe capped boots, ear defenders, visors, protective gloves, long sleeves and long trousers. Volunteers made aware of safe handling and use of tools and equipment, training offered where necessary. Tools carried below waist level, sharp points downwards. Equipment inspected by operative prior to each use. Equipment fitted with appropriate safety cut-off switches. Take care near hot engine parts. Time period of actually using strimmer/trimmer limited to 1 hr prolonged use. Ensure there is 5 metres space between volunteers using a swinging tool.	Remind operatives of precautions when issuing mowing rota. Volunteers to acknowledge they have received and read the risk assessment.
Inadequate maintenance	Volunteer Injury	Low	Maintained in accordance with manufacturers' instructions, carried out by suitably qualified/competent person. Maintenance records retained. Equipment inspected by operative prior to each use.	Operatives to report damage or mechanical issues to be rectified.
Clearing blockages	Volunteer Cuts & serious injury	Low	Mowers/strimmers/trimmers fitted with safety cut off devices. Operatives to wear safety gloves/goggles. Equipment is switched off and safe before clearing blockage.	
Stones/glass thrown up	Volunteer/Public Cuts & wounds	Low	Operatives to check area for glass/stones before cutting grass and remove as necessary. Ensure no members of public are within 9 metres when using equipment.	
Manual handling	Volunteer Muscle strain	Low	The need for manual handling tasks kept to a minimum. Assistance is sought were necessary. Good manual handling techniques used when lifting and carrying – keep back straight, bend knees, keep object close and don't twist back.	
Dog faeces disturbed by equipment	Volunteer Ill health	Low	Operatives instructed to check area for dog faeces before cutting grass and carefully remove as necessary. Wash contaminated equipment and hands as necessary.	Operatives to wear disposable gloves.
Vegetation and plants	Volunteer Infection, ill health, splinter, allergy, eye injury	Low	Use gloves and eye protection. Do not cut anything above 4m in height. Do not use cutting tools above your shoulder height. Ensure the area is clear of other volunteers when cutting taller vegetation. Be aware that blackthorn can cause wounds to go septic. Be aware of common poisonous plants such as giant hogweed and hemlock – if in doubt leave alone. Do not cut bracken the spores should not be breathed in; a respirator must be used when cutting bracken.	

Kersey Parish Council Risk Assessment for Mowing, Strimming and Hedge Trimming (using hand held tool)

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Action
Working near public highway or right of way	Volunteer/Public/ animals Injury/death	Low	High visibility clothing worn. Work only carried out during daylight hours. Stop work if public are present. Do not leave tools/equipment unattended. Be careful near dogs & livestock – stop work if necessary to avoid spooking animals	
Refilling equipment with fuel mixture	Volunteer Fire/ Spillage/ Inhalation of fumes	Medium	Re-fuel when engine is cool in a well-ventilated area. No smoking observed. Fuel kept and transported in approved containers. Funnel or spout used for decanting the fuel. Caps replaced carefully after refill. Fuel stored away from ignition sources, in a cool, dark place. Mower/trimmer/trimmer stored and used away from ignition sources. Spilt fuel cleared immediately, cloth stored away from ignition sources before disposal Rubber gloves provided. Operative instructed to wash hands after completing job.	Remind operatives of precautions when issuing mowing rota.
Storing petrol	Volunteer/Public Fire hazard/ Spillage/ Fume inhalation	Low	No smoking observed. Area is properly ventilated. Fuel kept and transported in approved containers. Appropriate safety signs e.g. 'no smoking' and 'Petroleum Spirit' 'Highly Flammable' in place. Overall security of the storage area assessed.	
Environment Uneven surface, Extreme weather	Volunteer Slips, trips, falls Other injury	Low	Operative to visually inspect work areas to minimise slip and trip hazards, removing any hazards as appropriate. Keep tools and equipment tidy. Work suspended in extreme weather conditions. Stop work in an electrical storm. Wear clothing appropriate for weather. Work only carried out during daylight hours.	
Environmental risks Ticks & snakes	Volunteers Bites	Low	Ticks can carry Lymes disease – cover exposed skin by wearing long sleeves and trousers. Check for ticks and remove carefully – seek medical advice. Be able to identify adders; keep away, seek medical advice in unlikely event of bite.	
Lone working	Operative	Low	Work with another person if possible. Take a mobile telephone with you. Tell someone where you are going & when you expect to return.	
COVID-19	Volunteer/public	Medium	Current government guidance to be followed by volunteers regarding social distancing.	

Volunteers (aged 16 to 80) are covered by Parish Council insurance when they are acting under the instruction of the Parish Council using Parish Council owned equipment. Volunteers may use their own equipment, which is suitable for the task, but damage to their equipment will not be covered by the Parish Council insurance.

Risk Assessment carried out by: Sarah Partridge

on: 2 March 2022

Review of Risk Assessment to be carried out annually.

Kersey Parish Council Risk Assessment for the Parish Council Office

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Further action required & by who?
Working in home office	Operative/Clerk Personal injury, trips and falls	Low	Cables not left trailing, all kept tidily out of the way. Documents and files stored neatly on shelves/desk or in filing cabinet. No items left on the floor creating trip hazards. Steps used to reach high shelves. Employers Liability Insurance in place	Council to review insurance in July
Use of office equipment ie computer, printer, photocopier	Operative/Clerk Electric shock Dust inhalation	Low	Equipment regularly inspected to check that it is good working order. The plugs and cables are checked to ensure they are secure and no wires are exposed. Ensure cables are not left trailing. Ensure all equipment is fully maintained as appropriate. Follow manufacturer's instructions when replacing toner and ink cartridges.	Remind operatives to check equipment regularly.
Use of office equipment ie computer, and screen/monitor	Operative/Clerk Back problems, repetitive strain, eye strain	Low	A suitable chair and desk which can be adjusted to the appropriate heights are used. Operative to take regular breaks to reduce the risk of repetitive strain and eye strain.	
Cash handling	The Parish Council through potential loss. Clerk and Volunteers Threat to personal safety, stealing, dishonesty	Low	Cash handling is avoided, but where necessary appropriate controls are in place. The Parish Council does not hold petty cash. No cash payments are made from cash received; all cash is banked intact. Cash receipts from fundraising events are counted by two people and the money prepared for banking and the paying in slip completed by two people. Cash is promptly banked and carried to the bank discretely. Appropriate fidelity guarantee insurance cover in place.	Council to review annually, agenda July
Payment of small/sundry expenses	Parish Council/ Clerk/Volunteers Fraud, stealing, dishonesty	Low	Small items of expenditure for Clerk's expenses or other small sundry items purchased as agreed in the budget or at a meeting, which cannot be purchased with an invoice made out to the Parish Council for payment by cheque, should be purchased and a VAT receipt given to the Clerk. The payment will be authorised in the usual way, as for all payments, with 2 councillors signing the receipt, cheque and cheque stub. Repayment to individuals for expenses should be made on a regular basis. All payments are made by cheque.	

Kersey Parish Council Risk Assessment for the Parish Council Office

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Further action required & by who?
Loss of documents and data	Parish Council Business continuity fire, flooding, computer failure, data subjects	Medium	Keep records/documents in filing cabinet/shelves/desk not on the floor. Review adequacy of insurance cover. Keep regular back-up of electronic data and keep a back-up off site or in 'cloud' storage. Ensure personal data is securely stored to protect privacy and comply with data protection legislation	Council to review insurance cover annually, agenda July
Lone working	Clerk Personal safety	Low	When arranging to meet an unknown member of the public on Parish Council business, arrange to meet them while accompanied by a Councillor. Take a mobile phone, tell someone where you are going & when you expect to return.	
Manual handling	Operative Muscle strain	Low	The need for manual handling tasks kept to a minimum. Assistance from others is sought were necessary.	
Use of contractors	Operative/Public Various injuries/death	Low	All contractors asked for Health & Safety policy All contractors asked to produce a Risk Assessment for the associated work activities. Contractor to have public liability insurance cover of at least £5 million. All work of contractors is monitored and recorded.	
COVID-19	Clerk	Low	Current Government guidance to be followed regarding social distancing and other health protection measures.	

Risk Assessment carried out by: Sarah Partridge
Review of Risk Assessment to be carried out annually.

on: 2 March 2022

Kersey Parish Council playground, fitness equipment and cricket net risk assessment

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Further action required & by who?
Defective Surfaces – Safety surfaces, Open grass	Volunteers/public Slips, trips, falls	Medium	Regular inspections for defects e.g. holes, mole hills, glass etc (recorded). Loose fill surfaces regularly levelled. Rubber matting checked to ensure edges are firmly held down. Rapid response to defect repairs. Warning signs erected as necessary Mossy areas cleared regularly Public Liability insurance in place	Remind volunteers to check when mowing. Also checked at quarterly inspections Council to review Insurance in July
Equipment	Volunteers/public injury	Medium	Equipment regularly inspected for damage/vandalism (recorded) Quarterly inspection carried out by competent person (recorded) Annual inspection carried out by RoSPA Defects repaired asap Dangerous equipment removed from use Fixing bolts/screws/welds regularly inspected	Remind volunteers to check when mowing. Also checked at quarterly inspections RoSPA inspection in Sept
Fencing	Volunteers/public Cuts	Low	Fences regularly inspected (recorded). Rapid response to defect reports. Fence removed if in dangerous condition and temporary one erected.	Remind volunteers to check when mowing. Also checked at quarterly inspections
Seating	Volunteers/public Injury	Low	Facilities regularly inspected (recorded). Defects repaired asap. Dangerous equipment removed from use. Facilities constructed of durable materials. Facilities secured to ground to minimise vandalism.	Remind volunteers to check when mowing. Also checked at quarterly inspections
Dog Fouling	Volunteers/public Infection/ill health	Low	'NO Dogs' signs erected. Bin provided and emptied regularly. Grass walked and fouling removed prior to grass cutting.	Remind volunteers to check when mowing. Also checked at quarterly inspections
Gates	Volunteers/public Entrapments	Low	Closures inspected regularly. Rapid response to defect reports	Remind volunteers to check when mowing. Also checked at quarterly inspections

